

STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. S Ramesh  
S/o S Krishnam Naidu  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

Thru: The Training & Placement Officer

Dear Mr. Ramesh,

LETTER OF OFFER

This is with reference to your application and the subsequent discussions during the campus Selection followed by written test & interview you had with us on 20<sup>th</sup> March 2018 at your college campus.

As discussed, we are pleased to offer you the position of "TRAINEE" in the Manpower Agency at our unit located at Vishnu Barium Private Limited, (A Subsidiary of M/s Vishnu Chemicals Ltd), Survey No. 27/1A, Urundur (V), Maddiledu (M), Srikalahasti, on the mutually terms agreed at the time of interview.

The letter of appointment would be issued at the time of your joining subject to satisfactory reference checks.

- ☐ Copies of Educational / Experience Certificates.
- ☐ Three Passport size photographs.
- ☐ You should execute 'Service and Secrecy' Bond, if any, as per the norms of the Company.

You are requested to initially report for your training, positively at 10.00 AM on 18<sup>th</sup> June 2018, at our unit located at Plot No. 29, JN Pharma City, IDA-Parawada – 531 019, Visakhapatnam District, for orientation.

Please note that this Letter of Offer stands provisional only and this Offer is valid subject to your succeeding the B Sc examination held during March / April 2018 and producing the Certificate to that effect.

Kindly return the enclosed duplicate copy of this letter, duly signed for our records.

For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a

STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. N Sanyasi Rao  
S/o Nakka Ghateelu  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

**Thru: The Training & Placement Officer**

Dear Mr. Sanyasi Rao,

**LETTER OF OFFER**

This is with reference to your application and the subsequent discussions during the campus Selection followed by written test & interview you had with us on 20<sup>th</sup> March 2018 at your college campus.

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a

STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. E Rama Rao  
S/o Eedala Adinarayana  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

**Thru: The Training & Placement Officer**

Dear Mr. Rama Rao,

**LETTER OF OFFER**

This is with reference to your application and the subsequent discussions during the campus Selection followed by written test & interview you had with us on 20<sup>th</sup> March 2018 at your college campus.

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a



STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. T Suresh  
S/o S Krishnam Naidu  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

**Thru: The Training & Placement Officer**

Dear Mr. Ramesh,

**LETTER OF OFFER**

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a



STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. W Shankar  
S/o W Ramu  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

**Thru: The Training & Placement Officer**

Dear Mr. Shankar,

**LETTER OF OFFER**

This is with reference to your application and the subsequent discussions during the campus Selection followed by written test & interview you had with us on 20<sup>th</sup> March 2018 at your college campus.

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For Vishnu Chemicals Limited



A Ramachandramurty  
Advisor – Corporate HR

Encl: a/a

STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. N Ganesh  
S/o N Ramana  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

Thru: The Training & Placement Officer

Dear Mr. Ganesh,

**LETTER OF OFFER**

This is with reference to your application and the subsequent discussions during the campus Selection followed by written test & interview you had with us on 20<sup>th</sup> March 2018 at your college campus.

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a

STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. P Dharansai  
S/o P Naga Visweswara Rao  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

Thru: The Training & Placement Officer

Dear Mr. Dharansai,

**LETTER OF OFFER**

This is with reference to your application and the subsequent discussions during the campus Selection followed by written test & interview you had with us on 20<sup>th</sup> March 2018 at your college campus.

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a



STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. S Satyanarayana  
S/o S Veeranna  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

Thru: The Training & Placement Officer

Dear Mr. Satyanarayana,

**LETTER OF OFFER**

This is with reference to your application and the subsequent discussions during the campus Selection followed by written test & interview you had with us on 20<sup>th</sup> March 2018 at your college campus.

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a

STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. D Prasada Rao  
S/o D Musalinaidu  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

Thru: The Training & Placement Officer

Dear Mr. Prasada Rao,

**LETTER OF OFFER**

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a

STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. M Durga Prasad  
S/o M Ramana  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

Thru: The Training & Placement Officer

Dear Mr. Durga Prasad,

**LETTER OF OFFER**

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a



STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. A Srikanth  
S/o A Suribabu  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

Thru: The Training & Placement Officer

Dear Mr. Srikanth,

**LETTER OF OFFER**

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For Vishnu Chemicals Limited



A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a



STRICTLY CONFIDENTIAL

12<sup>th</sup> June 2018

Mr. Ch Suresh  
S/o Ch Tirupathi  
BSc – Chemistry (Final year student)  
Dr. VS Krishna Govt. Degree College  
VISAKHAPATNAM – 530 013

Thru: The Training & Placement Officer

Dear Mr. Suresh,

**LETTER OF OFFER**

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For Vishnu Chemicals Limited

A Ramachandramurthy  
Advisor – Corporate HR

Encl: a/a



**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20184752304/Hyderabad/BPS/BSPA**

**Date: 06/09/2018**

Ms. D.Vani  
Plot No 201 Jr Apartment Pjr Road Gangaram  
Ksr Enclave Chandanagar  
Hyderabad-500050  
Telanagana  
Tel# - 7993326597

Dear Ms. D.Vani,

**Sub: Letter of Offer and Terms of Traineeship**

We thank you for exploring career opportunities with Tata Consultancy Services Limited. You have successfully completed our initial selection process and we are pleased to make you an offer of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of SENIOR PROCESS ASSOCIATE in Grade BPO2 and your present posting will be at Hyderabad . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,61,110/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

**TCSL Confidential**

**TATA CONSULTANCY SERVICES**

TCS House Ravelline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021.





If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

The details of your compensation and benefits are given below:

### **FIXED COMPENSATION**

#### **Basic Salary:**

Your Basic Salary will be Rs. **6,000/-** per month.

### **Bouquet of Benefits (BoB)**

Bouquet of Benefits (BoB) offers you the flexibility to design 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 are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service"(GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance**

Your HRA will be Rs. **2,400/-** 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 8.33% of 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 3 days of leave and submit supporting travel documents.



### **3. Food Card**

You will be eligible for a Food Card. It can be set up to a maximum of Rs. 3,000 per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of Rs. **4,611/-** per month. This component is subject to review & may change as per company's compensation policy.

### **Night Shift Allowance**

TCSL has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client request in the BPS department, would be eligible for a Night Shift Allowance of Rs. **200/-** per shift. In order to avail this allowance the associate must work between 11.30p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

### **Variable Allowance (VA)**

#### **Monthly Performance Pay**

You will receive a monthly performance pay of Rs. **3,100/-**. 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.

Monthly performance pay is also linked to your allocation status and will undergo a change in case you are unallocated for a period of one month or more.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of Rs. **380/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

### **OTHER BENEFITS**

#### **1. Health Insurance Scheme:**



TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan. You will be eligible for Domiciliary and Hospitalization covers as per the default plan applicable. These benefits are extended on payment of applicable premium as per the scheme .

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax.

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the default plan applicable .

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document.

## **2. Maternity Benefit:**

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 to TCS India Policy- Maternity Leave.

## **3. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of





and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance after joining the organisation.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act.

#### **4. Professional Memberships**

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

#### **5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of Rs. 250/- will be borne by you. 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

### **SOCIAL SECURITY / RETIRALS BENEFITS**

#### **1. 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 towards Provident Fund, as per the provisions of the said Act. You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining TCSL so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### **2. Employees' Pension Scheme:**

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

#### **3. Gratuity:**

You will be eligible to gratuity in accordance with the rules applicable.



The company will consider the number of years of service completed for the purpose of calculation of gratuity

## **TERMS OF EMPLOYMENT**

### **1. Employment Pre-requisites:**

Your appointment will be subject to successful completion of your graduation / post graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation / post graduation your traineeship / services with TCSL will be discontinued without any notice or notice pay

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

### **2. Traineeship Period:**

You will be required to undergo class room and on the job training in the first twelve months, during which you will be appraised for satisfactory performance during/after which the company 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 provide you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, the company may terminate your traineeship forthwith. However, TCS 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 company's training policy. TCS reserves the right to modify or amend the training policy.

### **3. Working Hours:**

You may be required to work in shifts and/or in extended working hours, as permitted by law.

### **4. Leave :**

You will be eligible for leave as per the Company's Leave Policy.

### **5. Transport :**

TCS BPS provides company transport facility within a pre-defined radius for each location as



defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

#### **6. Mobility :**

The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

#### **7. Increments and Promotions:**

Your merit, performance and contribution to the company will be the primary considerations for annual salary increments and your potential to perform and availability of suitable positions will be considered for promotions. Salary increments and promotions will not be direct and will be based on the company's Compensation and Promotion Policy. Increments shall depend on several factors like company's performance, your individual performance, track record and contribution to the company, attendance, behavior and conduct during the period under review as per the company's policy as may be applicable from time to time.

#### **8. Alternate Employment:**

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **9. Confidentiality Agreement:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of the company and its clients.

#### **10. International Deputation Agreement:**

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. MIDA is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is





shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company 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 the company for a minimum period of 90 days on completion of each such training.

#### **11. 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 employee of TCSL.

#### **12. Retirement:**

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

#### **13. Medical Tests:**

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company's doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The opinion of the doctor appointed by the company shall be final and binding on both parties. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

#### **14. Notice Period:**

During the first 3 months of employment with TCSL, you may terminate this contract of employment by giving 30 calendar days' notice to the Management.

In case your performance, behavior and / or conduct during the probation period is found



unsatisfactory/incompatible, TCSL reserves the right to terminate your employment without any notice or notice pay in lieu of notice.

On completion of 3 months, this contract of employment is terminable by you by giving 90 calendar 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 calendar 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.

On completion of 3 months, this contract of employment may be terminated by TCSL by giving you 90 calendar days' notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and/or conduct during the period of probation is found to be unsatisfactory / incompatible.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL .

#### **15. Background Check:**

Your employment will be subject to a background check in line with the company'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.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

#### **16. Submission of Documents:**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following:
  - i. Period of employment



ii. Technology areas you worked on

iii. Certificates for any training provided by your previous employers in various technologies

- Release letter from your current employer indicating the date of release
- Passport
- 6 photographs - passport size
- A photocopy of your Permanent Account Number (PAN) Card
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification

#### **17. Letter of Appointment:**

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

#### **18. Terms and Conditions:**

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

#### **19. Employment in India:**

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 for permanent employment with TCSL .

#### **20. Rules and Regulations of the Company:**

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

#### **21. Compliance to all clauses**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCSL in withdrawing this offer letter at its sole discretion.



**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 the 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 sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

**Rustom Beheram Siganporia**  
**Head Talent Acquisition, TCS Business Process Services**



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet  
Annexure 2: Acceptance



## GROSS SALARY SHEET

Annexure

Name	D. VANI
Designation	SENIOR PROCESS ASSOCIATE
Grade	BPO2

**Table 1: Compensation Details (All Components in Rs)**

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	6,000	72,000
Bouquet Of Benefits #	10,011	1,20,137
<b>2) Variable Compensation</b>		
Monthly Variable Allowance	3,100	37,200
<b>3) City Allowance</b>	380	4,560
<b>4) Annual Components/Retirals</b>		
Medical Insurance	NA	4,000
Provident Fund(at 12% of Basic Salary)	720	8,640
Gratuity(at 4.81% of Basic Salary)	288	3,463
ESIC	926	11,110
Total of Annual Components & Retirals	1,009	27,213
<b>TOTAL GROSS</b>	<b>21,426</b>	<b>2,61,110</b>

# Refer to Table 2 for TCSL defined Structure.

In case, you wish not to opt for the BoB, Defined structure as given in Table 2 will be applicable.

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

Component Category	Monthly	Annual
House Rent Allowance	2,400	28,800
Leave Travel Assistance	500	6,000
Food Coupons	2,500	30,000
Personal Allowance	4,611	55,337
<b>GROSS BOUQUET OF BENEFITS</b>	<b>10,011</b>	<b>1,20,137</b>



## GROSS SALARY SHEET

Annexure

Name	D.VANI
Designation	SENIOR PROCESS ASSOCIATE
Grade	BPO2

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<b>GROSS BOUQUET OF BENEFITS</b>	<b>10,011</b>	<b>1,20,137</b>

**Please complete and return this sheet to HR executive, within 7 days of receiving this letter.**

This is to confirm that I have received the letter on \_\_\_\_\_. I hereby accept this offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:





Date: Feb 12, 2019

Offer No: 992160

**N.SHIVA**  
KANCHARAPALEM  
VISAKHAPATNAM  
VISAKHAPATNAM 530008  
Andhra Pradesh

**Swagatam!!**

Dear **SHIVA**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding your employment you can contact by :

Calling Toll Free - 1800-1088-999 Mon - Fri (09:30 - 18:00 hrs)

Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**Guruprasad Srinivasan**  
CEO - People Services & Logistics

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**IKYA HUMAN CAPITAL SOLUTIONS ( A Division of Qess Corp Ltd.)**  
1st & 2nd Floor, A. S. Chambers, No.6, 80 Feet Road, 6th Block, Koramangala, Bangalore - 560 095 India  
[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions / Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No : 992160

**N.SHIVA**  
KANCHARAPALEM  
VISAKHAPATNAM  
VISAKHAPATNAM 530008  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **SHIVA**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

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**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid till 1<sup>ST</sup> April, 2019 from the date of you joining IKYA. This contract may be considered for an extension depending on the client and IKYA's requirements. The extension of contract period would be considered on fresh terms as agreed between you and IKYA through a separate mutually executed contract of employment. IKYA shall inform you in writing of the extension requirements.

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at IKYA within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, IKYA or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. IKYA reserves all such right to withheld full or a portion of your salary during such suspension period.

**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of IKYA subject to 15 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, IKYA will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client

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Either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of IKYA (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

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**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 1<sup>st</sup> APRIL 2019 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **IKYA Human Capital Solutions.**



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received IKYA's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

On receipt of the first salary, all terms & conditions in this fixed term employment contract would be deemed as acknowledged & accepted.

Name: .....

Signature: .....

Place: .....

Date: .....

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**IKYA HUMAN CAPITAL SOLUTIONS ( A Division of Quesst Corp Ltd.)**

1st & 2nd Floor, A. S. Chambers, No.6, 80 Feet Road, 6th Block, Koramangala, Bangalore - 560 095 India

**[www.ikyaglobal.com](http://www.ikyaglobal.com)**

Staffing Solutions / Training & Skill Development / Executive Search / Recruitment Services

**Annexure A**

**Compensation Sheet**

Offer No: **111**

Designation: **MARKETING EXECUTIVE**

Associate Names: **N.SHIVA**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company: (CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction: (Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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**[www.ikyaglobal.com](http://www.ikyaglobal.com)**

Staffing Solutions / Training & Skill Development / Executive Search / Recruitment Services

Date: Feb 12, 2019  
Offer No: 992160

N.SHIVA



It is observed that you have not submitted your PAN and the copy is not available in our records. We request you to go through this instruction carefully on the consequence of non-submission of PAN.

A new provision relating to tax deduction at source (TDS) under the Income Tax Act 1961 became applicable with effect from 1st April 2010. Tax at higher of the prescribed rate or 20% will be deducted on all transactions liable to TDS, where the Permanent Account Number (PAN) of the deductee is not available.

"206AA. Requirement to furnish Permanent Account Number.--(1) Notwithstanding anything contained in any other provisions of this Act, any person entitled to receive any sum or income or amount, on which tax is deductible under Chapter XVIIIB (hereafter referred to as deductee) shall furnish his Permanent Account Number to the person responsible for deducting such tax (hereafter referred to as deductor), failing which tax shall be deducted at the higher of the following rates, namely:--

- i) at the rate specified in the relevant provision of this Act; or
- ii) at the rate or rates in force; or
- iii) at the rate of twenty percent.

(2) No declaration under sub-section (1) or sub-section (1A) or sub-section (1C) of section 197A shall be valid unless the person furnishes his Permanent Account Number in such declaration.

(3) In case any declaration becomes invalid under sub-section (2), the deductor shall deduct the tax at source in accordance with the provisions of sub-section (1).

(4) No certificate under section 197 shall be granted unless the application made under that section contains the Permanent Account Number of the applicant.

(5) The deductee shall furnish his Permanent Account Number to the deductor and both shall indicate the same in all the correspondence, bills, vouchers and other documents which are sent to each other.

(6) Where the Permanent Account Number provided to the deductor is invalid or does not belong to the deductee, it shall be deemed that the deductee has not furnished his Permanent Account Number to the deductor and the provisions of sub-section (1) shall apply accordingly."

#### **APPLY FOR PAN**

The procedure for obtaining PAN is simple, inexpensive and quick. Application for PAN can be filed in Form 49A to National Securities Depository Ltd. (NSDL) or Unit Trust of India Investor Services Ltd. (UTIISL) or their intermediaries. Applications can also be filed, paid for or tracked online through the Internet on the following web-sites:--

1. <http://incometaxindia.gov.in>
2. <https://incometaxindiaefiling.gov.in/portal/index.jsp>
3. <http://www.tin-nsdl.com>
4. <http://www.utitsl.co.in>

Kindly obtain the PAN and submit the copy for the records.

For IKYA Human Capital Solutions.



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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**IKYA HUMAN CAPITAL SOLUTIONS ( A Division of Qess Corp Ltd.)**

1st & 2nd Floor, A. S. Chambers, No.6, 80 Feet Road, 6th Block, Koramangala, Bangalore - 560 095 India

[www.ikyaglobal.com](http://www.ikyaglobal.com)

Staffing Solutions / Training & Skill Development / Executive Search / Recruitment Services





Date: Feb 12, 2019

Offer No: 992163

**B.LAKSHMI NAVYTA**  
KANCHARAPALEM  
VISAKHAPATNAM  
VISAKHAPATNAM 530008  
Andhra Pradesh

**Swagatam!!**

Dear **LAKSHMI NAVYA**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding your employment you can contact by :

Calling Toll Free - 1800-1088-999 Mon - Fri (09:30 - 18:00 hrs)

Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**Guruprasad Srinivasan**  
CEO - People Services & Logistics

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**IKYA HUMAN CAPITAL SOLUTIONS ( A Division of Qess Corp Ltd.)**  
1st & 2nd Floor, A. S. Chambers, No.6, 80 Feet Road, 6th Block, Koramangala, Bangalore - 560 095 India  
[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions / Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No : 992163

**B.LAKSHMI NAVYA**  
KANCHARAPALEM  
VISAKHAPATNAM  
VISAKHAPATNAM 530008  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **LAKSHMI NAVYA**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **112**

Designation: **MARKETING EXECUTIVE**

Associate Names: **B.LAKSHMI NAVYA**

Location: **PONDICHERRY**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

<b>Employer's Contribution</b>		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company: (CTC)</b>	<b>11558</b>	<b>138696</b>

<b>Deduction: (Subjected to change)</b>		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikyia Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS ( A Division of Qness Corp Ltd.)**

1st & 2nd Floor, A. S. Chambers, No.6, 80 Feet Road, 6th Block, Koramangala, Bangalore - 560 095 India

**[www.ikyaglobal.com](http://www.ikyaglobal.com)**

Staffing Solutions / Training & Skill Development / Executive Search / Recruitment Services

Date: Feb 12, 2019  
Offer No: 992163

B.LAKSHMI NAVYA



It is observed that you have not submitted your PAN and the copy is not available in our records. We request you to go through this instruction carefully on the consequence of non-submission of PAN.

A new provision relating to tax deduction at source (TDS) under the Income Tax Act 1961 became applicable with effect from 1st April 2010. Tax at higher of the prescribed rate or 20% will be deducted on all transactions liable to TDS, where the Permanent Account Number (PAN) of the deductee is not available.

"206AA. Requirement to furnish Permanent Account Number.--(1) Notwithstanding anything contained in any other provisions of this Act, any person entitled to receive any sum or income or amount, on which tax is deductible under Chapter XVIIIB (hereafter referred to as deductee) shall furnish his Permanent Account Number to the person responsible for deducting such tax (hereafter referred to as deductor), failing which tax shall be deducted at the higher of the following rates, namely:--

- i) at the rate specified in the relevant provision of this Act; or
- ii) at the rate or rates in force; or
- iii) at the rate of twenty percent.

(2) No declaration under sub-section (1) or sub-section (1A) or sub-section (1C) of section 197A shall be valid unless the person furnishes his Permanent Account Number in such declaration.

(3) In case any declaration becomes invalid under sub-section (2), the deductor shall deduct the tax at source in accordance with the provisions of sub-section (1).

(4) No certificate under section 197 shall be granted unless the application made under that section contains the Permanent Account Number of the applicant.

(5) The deductee shall furnish his Permanent Account Number to the deductor and both shall indicate the same in all the correspondence, bills, vouchers and other documents which are sent to each other.

(6) Where the Permanent Account Number provided to the deductor is invalid or does not belong to the deductee, it shall be deemed that the deductee has not furnished his Permanent Account Number to the deductor and the provisions of sub-section (1) shall apply accordingly."

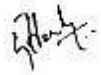
#### APPLY FOR PAN

The procedure for obtaining PAN is simple, inexpensive and quick. Application for PAN can be filed in Form 49A to National Securities Depository Ltd. (NSDL) or Unit Trust of India Investor Services Ltd. (UTIISL) or their intermediaries. Applications can also be filed, paid for or tracked online through the Internet on the following web-sites:--

1. <http://incometaxindia.gov.in>
2. <https://incometaxindiaefiling.gov.in/portal/index.jsp>
3. <http://www.tin-nsdl.com>
4. <http://www.utitsl.co.in>

Kindly obtain the PAN and submit the copy for the records.

For IKYA Human Capital Solutions.



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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Date: Feb 12, 2019

Offer No: 992164

**B.KRISHNA MURTHY**  
GUDILOVA, SONTYAM  
VISAKHAPATNAM  
VISAKHAPATNAM-531173  
Andhra Pradesh

**Swagatam!!**

Dear **KRISHNA MURTHY**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding you reemployment you can contact by:

Calling TollFree-1800-1088-999 Mon-Fri (09:30-18:00hrs)

Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**

CEO - People Services & Logistics

*Ikyas Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**

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**[www.ikyaglobal.com](http://www.ikyaglobal.com)**

Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No: 992164

**B.KRISHNA MURTHY**  
GUDILOVA, SONTYAM  
VISAKHAPATNAM  
VISAKHAPATNAM-531173  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **KRISHNA MURTHY**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qness Corp Ltd.)**  
1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India  
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Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services

**Annexure A**

**Compensation Sheet**

Offer No: **113**

Designation: **MARKETINGEXECUTIVE**


Associate Names: **B.KRISHNA MURTHY**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikya Confidential*



Date: Feb 12, 2019

Offer No: 992165

**N.SURESH BABU**  
MURALINAGAR  
VISAKHAPATNAM  
VISAKHAPATNAM-530007  
Andhra Pradesh

**Swagatam!!**

Dear **SURESH BABU**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding you reemployment you can contact by:

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Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**

CEO - People Services & Logistics

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**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**

1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India

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Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services





Date: Feb 12, 2019  
Offer No: 992165

**N.SURESH BABU**  
MURALI NAGAR  
VISAKHAPATNAM  
VISAKHAPATNAM-530007  
Andhra Pradesh

**FIXED TERM EMPLOYMENT CONTRACT**

Dear **SURESH BABU**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

**DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

**TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

**COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

**LOCATION:**

You are required to work at client's location at PONDICHERRY.

**POSITION:**

You are appointed as MARKETING EXECUTIVE.

**REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **114**

Designation: **MARKETINGEXECUTIVE**

Associate Names: **N.SURESH BABU**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikyo Confidential*



Date: Feb 12, 2019

Offer No: 992166

**R.DURGA PRASAD**  
ANANDAPPURAM  
VISAKHAPATNAM  
VISAKHAPATNAM-530052  
Andhra Pradesh

**Swagatam!!**

Dear **DURGA PRASAD**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

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I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**

CEO - People Services & Logistics

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**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**

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**[www.ikyaglobal.com](http://www.ikyaglobal.com)**

Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No: 992166

**R.DURGA PRASAD**  
ANANDAPPURAM  
VISAKHAPATNAM  
VISAKHAPATNAM-530052  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **DURGA PRASAD**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

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#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qness Corp Ltd.)**  
1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India  
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Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



**Annexure A**

**Compensation Sheet**

Offer No: **115**

Designation: **MARKETINGEXECUTIVE**

Associate Names: **R.DURGA PRASAD**

Location: **PONDICHERRY**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

<b>Employer's Contribution</b>		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

<b>Deduction:(Subjected to change)</b>		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikyo Confidential*



Date: Feb 12, 2019

Offer No: 992167

**MADAN KRISHNA**  
MARRIPALEM  
VISAKHAPATNAM-530018  
Andhra Pradesh

**Swagatam!!**

Dear **MADAN KRISHNA**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

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I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**  
CEO - People Services & Logistics

*Ikya Confidential*

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[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No: 992167

**MADAN KRISHNA**  
MARRIPALEM  
VISAKHAPATNAM-530018  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **MADAN KRISHNA**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **116**

Designation: **MARKETINGEXECUTIVE**

Associate Names: **MADAN KRISHNA**

Location: **PONDICHERRY**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

<b>Employer's Contribution</b>		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

<b>Deduction:(Subjected to change)</b>		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikya Confidential*



Date: Feb 12, 2019

Offer No: 992168

**BHARGAV NAIDU**  
AKKIREDDIPALEM  
VISAKHAPATNAM-531173  
Andhra Pradesh

**Swagatam!!**

Dear **BHARGAV NAIDU**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

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With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**  
CEO - People Services & Logistics

*Iky Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**  
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[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services





Date: Feb 12, 2019  
Offer No: 992168

**BHARGAV NAIDU**  
AKKIREDDIPALEM  
VISAKHAPATNAM-531173  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **BHARGAV NAIDU**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **117**

Designation: **MARKETINGEXECUTIVE**


Associate Names: **BHARGAV NAIDU**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikyo Confidential*



Date: Feb 12, 2019

Offer No: 992169

**L.SIVAJI**  
GAJUWAKA  
VISAKHAPATNAM-530026  
Andhra Pradesh

**Swagatam!!**

Dear **L.SIVAJI**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding you reemployment you can contact by:

Calling TollFree-1800-1088-999 Mon-Fri (09:30-18:00hrs)

Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**  
CEO - People Services & Logistics

*Ikya Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**  
1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India  
[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No: 992169

**L.SIVAJI**  
GAJUWAKA  
VISAKHAPATNAM-530026  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **L.SIVAJI**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **118**

Designation: **MARKETINGEXECUTIVE**

Associate Names: **L.SIVAJI**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikyo Confidential*





Date: Feb 12, 2019

Offer No: 992170

**D.JAYA RAM**  
PEDA NARAVA  
VISAKHAPATNAM-530027  
Andhra Pradesh

**Swagatam!!**

Dear **JAYA RAM**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding you reemployment you can contact by:

Calling TollFree-1800-1088-999 Mon-Fri (09:30-18:00hrs)

Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**  
CEO - People Services & Logistics

*Ikyo Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**  
1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India  
[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No: 992170

**D.JAYA RAM**  
PEDA NARAVA  
VISAKHAPATNAM-530027  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **JAYA RAM**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **119**

Designation: **MARKETINGEXECUTIVE**

Associate Names: **D.JAYA RAM**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikyo Confidential*



Date: Feb 12, 2019

Offer No: 992171

**V.SATEESH**  
SUJATHANAGAR  
VISAKHAPATNAM-530051  
Andhra Pradesh

**Swagatam!!**

Dear **SATEESH**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding you reemployment you can contact by:

Calling TollFree-1800-1088-999 Mon-Fri (09:30-18:00hrs)

Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**  
CEO - People Services & Logistics

*Ikya Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**  
1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India  
[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No: 992171

**V.SATEESH**  
SUJATHANAGAR  
VISAKHAPATNAM-530051  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **JAYA RAM**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*



**Annexure A**

**Compensation Sheet**

Offer No: **120**

Designation: **MARKETINGEXECUTIVE**


Associate Names: **V.SATEESH**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikya Confidential*



Date: Feb 12, 2019

Offer No: 992172

**G.KASI RAO**  
KANCHARPALEM  
VISAKHAPATNAM-530008  
Andhra Pradesh

**Swagatam!!**

Dear **KASI RAO**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding you reemployment you can contact by:

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Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**  
CEO - People Services & Logistics

*Ikya Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**  
1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India  
[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No: 992172

**G.KASI RAO**  
KANCHARAPALEM  
VISAKHAPATNAM-530008  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **KASI RAO**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **121**

Designation: **MARKETINGEXECUTIVE**

Associate Names: **G.KASI RAO**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Iky Confidential*



Date: Feb 12, 2019

Offer No: 992173

**N.SWAMY**  
MADHURAWADA,  
VISAKHAPATNAM-530048  
Andhra Pradesh

**Swagatam!!**

Dear **SWAMY**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

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Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**  
CEO - People Services & Logistics

*Ikya Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**  
1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India  
[www.ikyaglobal.com](http://www.ikyaglobal.com)  
Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services





Date: Feb 12, 2019  
Offer No: 992173

**N.SWAMY**  
MADHURAWADA,  
VISAKHAPATNAM-530048  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **SWAMY**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **122**

Designation: **MARKETINGEXECUTIVE**

Associate Names: **N.SWAMY**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikyo Confidential*



Date: Feb 12, 2019

Offer No: 992174

**P.RAJU**

RAILWAY NEW COLONY,  
VISAKHAPATNAM-530016  
Andhra Pradesh

**Swagatam!!**

Dear **RAJU**

Congratulations!!!

Welcome to **IKYA Family** and wish you a successful and rewarding career with us. I am confident that IKYA Human Capital Solutions will set necessary platform for your career progression.

**IKYA Human Capital Solutions** is the fastest growing HR solutions company in India, with specialized service offerings in Staffing Solutions, Executive Search, Recruitment Solutions, Training and project based RPO hiring. Headquartered in Bengaluru, we provide world class HR services serving over 500 organizations. At IKYA we realize that Recruiting and Retaining the right talent is critical to the stability and success and that is what we do the best.

For any clarification regarding you reemployment you can contact by:

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Mailing to [ikyasupport@ikyaglobal.com](mailto:ikyasupport@ikyaglobal.com) Or visiting nearest IKYA Office

I suggest you to visit IKYA's website <http://www.ikyaglobal.com> to get more details on IKYA and the Group companies.

With warm regards,

For **IKYA Human Capital Solutions**.

**GuruPrasad Srinivasan**

CEO - People Services & Logistics

*Ikyo Confidential*

**IKYA HUMAN CAPITAL SOLUTIONS (A Division of Qess Corp Ltd.)**

1<sup>st</sup> & 2<sup>nd</sup> Floor, A. S. Chambers, No.6, 80 Feet Road, 6<sup>th</sup> Block, Koramangala, Bangalore – 560095 India

**[www.ikyaglobal.com](http://www.ikyaglobal.com)**

Staffing Solutions/Training & Skill Development / Executive Search / Recruitment Services



Date: Feb 12, 2019  
Offer No: 992174

**P.RAJU**  
RAILWAY NEW COLONY,  
VISAKHAPATNAM-530016  
Andhra Pradesh

### **FIXED TERM EMPLOYMENT CONTRACT**

Dear **RAJU**

We are pleased to offer you employment at IKYA Human Capital Solutions for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to SBI CAP SECURITIES LTD under this Contract. The terms of employment is exclusively with IKYA, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> APRIL, 2019 be deputed by IKYA, to work at client's office / premises at any of their locations.

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> April, 2019 To April, 2020

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project /work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project/ work.

#### **LOCATION:**

You are required to work at client's location at PONDICHERRY.

#### **POSITION:**

You are appointed as MARKETING EXECUTIVE.

#### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached herewith.

*Ikya Confidential*

**Annexure A**

**Compensation Sheet**

Offer No: **123**

Designation: **MARKETINGEXECUTIVE**

Associate Names: **P.RAJU**

Location: **PONDICHERRY**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic Salary	7500	90000
House Rent Allowance	1885	22620
Statutory Bonus	692	8304
<b>Gross Salary</b>	<b>10077</b>	<b>120924</b>

Employer's Contribution		
Employer Pf	1002	12024
Employer Esi	479	5748
<b>Total Contribution</b>	<b>1481</b>	<b>17772</b>
<b>Cost to Company:(CTC)</b>	<b>11558</b>	<b>138696</b>

Deduction:(Subjected to change)		
Provident Fund	900	10800
Employee Esi	177	2124
<b>Total Deduction</b>	<b>1077</b>	<b>12924</b>
<b>Net Take Home</b>	<b>9000</b>	<b>108000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*Ikyo Confidential*

Date: Apr 30, 2019  
Offer No : QS1567453

**SAI MARIDALA**  
2-34-4/13 SECTOR 7WARD NO8  
VISAKHAPATNAM 530017  
ANDHRA PRADESH

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear **SAI MARIDALA**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from MAY 02, 2019 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

### **TENURE:**

The term of your Contract shall be valid from MAY 02, 2019 to APR 01, 2020.

### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

*Ikya Confidential*  
*QS1567453*

This is a system generated letter

*Offer No :*  
*Page 1*

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
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Unless otherwise notified to you in writing this contract of employment would be valid APR 01, 2020 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 7 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 7 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

### **CODE OF CONDUCT:**

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indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

#### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

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The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

#### **BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

#### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

#### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

#### **OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

#### **JURISDICTION:**

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall

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*QSI567453*

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You shall report to work on May 02 2019 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received Quess's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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## Annexure A

### Compensation Sheet

Calibri; Offer No: **QS1567453**

Associate Name: **SAI MARIDALA**

Designation: **branch relationship executive**

Location: **VIZAG**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

<b>Calibri; Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

<b>Calibri; Deduction: (Subjected to change)</b>		
Employee Esi	171	2052
Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge Nxt App.

Please download InEdge Nxt application from

Play Store / Android:<https://goo.gl/rqsMnr> or App Store / iOS : <https://goo.gl/DmHpEj>

You will get User Id and Password via SMS.

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Date: May 22, 2019  
Offer No : QS1588812

**MADURI BALAGA**  
1-67/A  
SRIKAKULAM 532407  
ANDHRA PRADESH

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear **MADURI BALAGA**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from MAY 23, 2019 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by QueSS for rendering the services under this contract

### **TENURE:**

The term of your Contract shall be valid from MAY 23, 2019 to APR 22, 2020.

### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### **LOCATION:**

You are required to work at client's location at VISAKHAPATNAM.

### **POSITION:**

You are appointed as RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

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Unless otherwise notified to you in writing this contract of employment would be valid APR 22, 2020 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

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### **TERMINATION & SUSPENSION:**

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### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 7 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 7 day's notice.

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### **INDEMNITY:**

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### **CODE OF CONDUCT:**

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indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

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### **OTHER TERMS OF CONTRACT:**

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### **JURISDICTION:**

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**DEEMED CANCELLATION OF CONTRACT:**

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You shall report to work on May 23 2019 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
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3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I have received Quess's Associate Manual and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

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Name:.....

Signature:.....

Place:.....

Date:.....

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## Annexure A

### Compensation Sheet

Calibri; Offer No: **QS1588812**

Associate Name: **MADURI BALAGA**

Designation: **RELATIONSHIP EXECUTIVE**

Location: **VISAKHAPATNAM**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic	9422	113064
Statutory_bonus	785	9420
City Compensatory Allowance	3830	45960
<b>Gross Salary</b>	<b>14037</b>	<b>168444</b>

<b>Calibri; Employer's Contribution</b>		
Employer Provident Fund	1723	20676
Employer_esi	667	8004
<b>Total Contribution</b>	<b>2390</b>	<b>28680</b>
<b>Cost to Company: (CTC)</b>	<b>16427</b>	<b>197124</b>

<b>Calibri; Deduction: (Subjected to change)</b>		
Employee Esi	246	2952
Provident Fund	1591	19092
Professional Tax	200	2400
<b>Total Deduction</b>	<b>2037</b>	<b>24444</b>
<b>Net Take Home</b>	<b>12000</b>	<b>144000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge Nxt App.

Please download InEdge Nxt application from

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You will get User Id and Password via SMS.

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Date: May 22, 2019  
Offer No : QS1588735

**PAVANI PERUMALLA**  
5-322  
VISHAKAPATANAM 530040  
ANDHRA PRADESH

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear **PAVANI PERUMALLA**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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### **POSITION:**

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### **REMUNERATION:**

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### **EXTENSION:**

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With warm regards,

For **QUESS Corp Limited.**



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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Name:.....

Signature:.....

Place:.....

Date:.....

*Ikyu Confidential*  
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## Annexure A

### Compensation Sheet

Calibri; Offer No: **QS1588735**

Associate Name: **PAVANI PERUMALLA**

Designation: **RELATIONSHIP EXECUTIVE**

Location: **VISAKHAPATNAM**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic	9051	108612
Statutory_bonus	754	9048
City Compensatory Allowance	3516	42192
<b>Gross Salary</b>	<b>13321</b>	<b>159852</b>

<b>Calibri; Employer's Contribution</b>		
Employer Provident Fund	1177	14124
Employer_esi	633	7596
<b>Total Contribution</b>	<b>1810</b>	<b>21720</b>
<b>Cost to Company: (CTC)</b>	<b>15131</b>	<b>181572</b>

<b>Calibri; Deduction: (Subjected to change)</b>		
Employee Esi	234	2808
Provident Fund	1087	13044
<b>Total Deduction</b>	<b>1321</b>	<b>15852</b>
<b>Net Take Home</b>	<b>12000</b>	<b>144000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing



Dear Associate,

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Play Store / Android:<https://goo.gl/rqsMnr> or App Store / iOS : <https://goo.gl/DmHpEj>

You will get User Id and Password via SMS.

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**Offer: BUSINESS PROCESS SERVICES**

**Ref: TCSL/DT20184752293/Hyderabad/BPS/BSPA**

**Date: 06/09/2018**

Mr. Phanendra Prasad Allavarapu  
Plot No 201 Jr Apartment Pjr Road Gangaram  
Ksr Enclave Chandanagar  
Hyderabad-500050  
Telanagana  
Tel# -7207251315

Dear Mr. Phanendra Prasad Allavarapu,

**Sub: Letter of Offer and Terms of Traineeship**

We thank you for exploring career opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer of traineeship.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of SENIOR PROCESS ASSOCIATE in Grade BPO2 and your present posting will be at Hyderabad . Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 2,61,110/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

**TCSL Confidential**

**TATA CONSULTANCY SERVICES**

TCS House Ravelline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021.



If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoked at the sole discretion of the company. Your offer is subject to a positive background check.

## **COMPENSATION AND BENEFITS**

The details of your compensation and benefits are given below:

### **FIXED COMPENSATION**

#### **Basic Salary:**

Your Basic Salary will be Rs. **6,000/-** per month.

### **Bouquet of Benefits (BoB)**

Bouquet of Benefits (BoB) offers you the flexibility to design 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 are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service"(GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance**

Your HRA will be Rs. **2,400/-** 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 8.33% of 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 3 days of leave and submit supporting travel documents.





### **3. Food Card**

You will be eligible for a Food Card. It can be set up to a maximum of Rs. 3,000 per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

### **4. Personal Allowance**

You will be eligible for a monthly personal allowance of Rs. **4,611/-** per month. This component is subject to review & may change as per company's compensation policy.

### **Night Shift Allowance**

TCSL has agreed to provide it's clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client request in the BPS department, would be eligible for a Night Shift Allowance of Rs. **200/-** per shift. In order to avail this allowance the associate must work between 11.30p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

### **Variable Allowance (VA)**

#### **Monthly Performance Pay**

You will receive a monthly performance pay of Rs. **3,100/-** . 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.

Monthly performance pay is also linked to your allocation status and will undergo a change in case you are unallocated for a period of one month or more.

### **CITY ALLOWANCE**

You will be eligible for a City Allowance of Rs. **380/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

### **OTHER BENEFITS**

#### **1. Health Insurance Scheme:**



TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan. You will be eligible for Domiciliary and Hospitalization covers as per the default plan applicable. These benefits are extended on payment of applicable premium as per the scheme .

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax.

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the default plan applicable .

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

\*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail . For further details, please refer to the policy document.

## **2. Maternity Benefit:**

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 to TCS India Policy- Maternity Leave.

## **3. Compensation Benefits under ESI Act / Employees' Compensation Act:**

If you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of



and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance after joining the organisation.

\* inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act.

#### **4. Professional Memberships**

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

#### **5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of Rs. 250/- will be borne by you. 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

### **SOCIAL SECURITY / RETIRALS BENEFITS**

#### **1. 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 towards Provident Fund, as per the provisions of the said Act. You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining TCSL so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

#### **2. Employees' Pension Scheme:**

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

#### **3. Gratuity:**

You will be eligible to gratuity in accordance with the rules applicable.



The company will consider the number of years of service completed for the purpose of calculation of gratuity

## **TERMS OF EMPLOYMENT**

### **1. Employment Pre-requisites:**

Your appointment will be subject to successful completion of your graduation / post graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation / post graduation your traineeship / services with TCSL will be discontinued without any notice or notice pay

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

### **2. Traineeship Period:**

You will be required to undergo class room and on the job training in the first twelve months, during which you will be appraised for satisfactory performance during/after which the company 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 provide you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, the company may terminate your traineeship forthwith. However, TCS 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 company's training policy. TCS reserves the right to modify or amend the training policy.

### **3. Working Hours:**

You may be required to work in shifts and/or in extended working hours, as permitted by law.

### **4. Leave :**

You will be eligible for leave as per the Company's Leave Policy.

### **5. Transport :**

TCS BPS provides company transport facility within a pre-defined radius for each location as



defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

**6. Mobility :**

The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

**7. Increments and Promotions:**

Your merit, performance and contribution to the company will be the primary considerations for annual salary increments and your potential to perform and availability of suitable positions will be considered for promotions. Salary increments and promotions will not be direct and will be based on the company's Compensation and Promotion Policy. Increments shall depend on several factors like company's performance, your individual performance, track record and contribution to the company, attendance, behavior and conduct during the period under review as per the company's policy as may be applicable from time to time.

**8. Alternate Employment:**

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

**9. Confidentiality Agreement:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of the company and its clients.

**10. International Deputation Agreement:**

You are required to sign the Master International Deputation Agreement (MIDA), which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. MIDA is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is





shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company 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 the company for a minimum period of 90 days on completion of each such training.

#### **11. 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 employee of TCSL.

#### **12. Retirement:**

You will retire from the services of the Company on completion of 60 years of age as per the proof of age submitted by you at the time of joining.

#### **13. Medical Tests:**

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company's doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The opinion of the doctor appointed by the company shall be final and binding on both parties. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

#### **14. Notice Period:**

During the first 3 months of employment with TCSL, you may terminate this contract of employment by giving 30 calendar days' notice to the Management.

In case your performance, behavior and / or conduct during the probation period is found



unsatisfactory/incompatible, TCSL reserves the right to terminate your employment without any notice or notice pay in lieu of notice.

On completion of 3 months, this contract of employment is terminable by you by giving 90 calendar 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 calendar 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.

On completion of 3 months, this contract of employment may be terminated by TCSL by giving you 90 calendar days' notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and/or conduct during the period of probation is found to be unsatisfactory / incompatible.

Your failure to comply with this clause will entail monetary payment of damages to TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL .

#### **15. Background Check:**

Your employment will be subject to a background check in line with the company'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.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

#### **16. Submission of Documents:**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following:
  - i. Period of employment





ii. Technology areas you worked on

iii. Certificates for any training provided by your previous employers in various technologies

- Release letter from your current employer indicating the date of release
- Passport
- 6 photographs - passport size
- A photocopy of your Permanent Account Number (PAN) Card
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification

**17. Letter of Appointment:**

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

**18. Terms and Conditions:**

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

**19. Employment in India:**

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 for permanent employment with TCSL .

**20. Rules and Regulations of the Company:**

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

**21. Compliance to all clauses**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCSL in withdrawing this offer letter at its sole discretion.

**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 the 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 sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

**Rustom Beheram Siganporia**  
**Head Talent Acquisition, TCS Business Process Services**



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits Gross Salary Sheet  
Annexure 2: Acceptance



## GROSS SALARY SHEET

Annexure 1

Name	Phanendra Prasad Allavarapu
Designation	SENIOR PROCESS ASSOCIATE
Grade	BPO2

**Table 1: Compensation Details (All Components in Rs)**

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	6,000	72,000
Bouquet Of Benefits #	10,011	1,20,137
<b>2) Variable Compensation</b>		
Monthly Variable Allowance	3,100	37,200
<b>3) City Allowance</b>	380	4,560
<b>4) Annual Components/Retirals</b>		
Medical Insurance	NA	4,000
Provident Fund(at 12% of Basic Salary)	720	8,640
Gratuity(at 4.81% of Basic Salary)	288	3,463
ESIC	926	11,110
Total of Annual Components & Retirals	1,009	27,213
<b>TOTAL GROSS</b>	<b>21,426</b>	<b>2,61,110</b>

# Refer to Table 2 for TCSL defined Structure.

In case, you wish not to opt for the BoB, Defined structure as given in Table 2 will be applicable.

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

Component Category	Monthly	Annual
House Rent Allowance	2,400	28,800
Leave Travel Assistance	500	6,000
Food Coupons	2,500	30,000
Personal Allowance	4,611	55,337
<b>GROSS BOUQUET OF BENEFITS</b>	<b>10,011</b>	<b>1,20,137</b>



## GROSS SALARY SHEET

## Annexure 2

Name	Phanendra Prasad Allavarapu
Designation	SENIOR PROCESS ASSOCIATE
Grade	BPO2

**Table 1: Compensation Details (All Components in Rs)**

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
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Bouquet Of Benefits #	10,011	1,20,137
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Monthly Variable Allowance	3,100	37,200
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Personal Allowance	4,611	55,337
<b>GROSS BOUQUET OF BENEFITS</b>	<b>10,011</b>	<b>1,20,137</b>

**Please complete and return this sheet to HR executive, within 7 days of receiving this letter.**

This is to confirm that I have received the letter on \_\_\_\_\_. I hereby accept this offer and intend to join service on \_\_\_\_\_.

Name:

Address:

Signature:

Date:

# Fwd: #Recruitment# Selection Email

Inbox

**Pravidya Veernala** <[pravidya14th@gmail.com](mailto:pravidya14th@gmail.com)>

Fri, May 31, 5:08 PM (18 hours ago)

----- Forwarded message -----

From: **Shanmathi Narayanan** <[shanmathi.narayanan@tcs.com](mailto:shanmathi.narayanan@tcs.com)>

Date: Fri, Mar 29, 2019, 12:23

Subject: #Recruitment# Selection Email

To:

**Dear Candidate,**

**Congratulations on your selection with TCS CBO. You have cleared all the rounds of Interview.**

**It is our continuous endeavor to ensure your journey into the corporate world is smooth. To assist with the same, our team is releasing the Provisional Offer Letters in batches. You will receive your letter latest by the last week of May. If already received, the final Offer Letter with salary details will be shared with you after the successful completion of your Bachelor's degree.**

**You will soon be called for documentation keeping your examination dates in mind and thoughtful consideration. Do keep all the below mandatory documents ready for the documentation process in advance.**

**1. Proof of Address: Ration Card / Aadhar Card / Rent Agreement copy / Affidavit / Electricity Bill / Passport / Voter ID/ Phone Bill/ Bank Passbook/Bank statement ( ANY ONE PROOF )**

**2. Identity Proof (ID) : Pan Card ( Mandatory )**

**3. Educational Documents : 10th (SSC), 12th (HSC) , Graduation & Semester mark sheets till date ( Mandatory )**

**4. Alternate ID Proof : Driving license OR Voter ID**

**5. Passport size photograph : 2 Photos (with white background)**

**6. Online Application Form : Complete Online Form on TCS Careers Portal & Download**

**7. Updated Resume**

**In case of any queries, write to us at [CBOCampusSupport@tcs.com](mailto:CBOCampusSupport@tcs.com) or call us on 022 6784070. We will be delighted to be of assistance.**

Thanks and Regards,

**Shanmathi Narayanan**

Human Resources - TAG

Regional Campus Recruitment Lead

## Fwd: #Recruitment# Selection Email

**Roopa Koduru** <kodururoopa@gmail.com>

Fri, May 31, 5:06 PM (19 hours ago)

----- Forwarded message -----

From: Shanmathi Narayanan <[shanmathi.narayanan@tcs.com](mailto:shanmathi.narayanan@tcs.com)>

Date: Fri, 29 Mar 2019, 12:23

Subject: #Recruitment# Selection Email

To:

**Dear Candidate,**

**Congratulations on your selection with TCS CBO. You have cleared all the rounds of Interview.**

**It is our continuous endeavor to ensure your journey into the corporate world is smooth. To assist with the same, our team is releasing the Provisional Offer Letters in batches. You will receive your letter latest by the last week of May. If already received, the final Offer Letter with salary details will be shared with you after the successful completion of your Bachelor's degree.**

**You will soon be called for documentation keeping your examination dates in mind and thoughtful consideration. Do keep all the below mandatory documents ready for the documentation process in advance.**

1. Proof of Address: Ration Card / Aadhar Card / Rent Agreement copy / Affidavit / Electricity Bill / Passport / Voter ID/ Phone Bill/ Bank Passbook/Bank statement ( ANY ONE PROOF )
2. Identity Proof (ID) : Pan Card ( Mandatory )
3. Educational Documents : 10th (SSC), 12th (HSC) , Graduation & Semester mark sheets till date ( Mandatory )
4. Alternate ID Proof : Driving license OR Voter ID
5. Passport size photograph : 2 Photos (with white background)
6. Online Application Form : Complete Online Form on TCS Careers Portal & Download
7. Updated Resume

**In case of any queries, write to us at [CBOCampusSupport@tcs.com](mailto:CBOCampusSupport@tcs.com) or call us on 022 6784070. We will be delighted to be of assistance.**

Thanks and Regards,

**Shanmathi Narayanan**

Human Resources - TAG

Regional Campus Recruitment Lead



## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
K.Geetha,  
Employee ID: PRO1055,  
Department: Monitoring.  
Facility: Operation CoE, Vizag

Dear Geetha,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

Our appraisal year **April 2019 - March 2020**, has been a great year, in terms of customer base expansion as well as people performance. While continuing to make progress towards key goals and transforming our company as a premier organization providing exceptional services in the Vigilance Space, we are improving our market position to be an absolute industry leader.

Our Growth Journey is highly inspired by our core values. These values provide an internal and external advantage to our work culture and the way we conduct our business.

1. **High-Performance Organization:** Think and act to drive positive results at all levels: Individual, Team, and Organization. Be responsive and fully engaged to maximize performance.
2. **Outstanding Customer Experience:** Provide industry-leading customer experience. Personally, own it without exceptions; make excellence in customer experience, synonymous with Pro-Vigil.
3. **Conscientious Stewardship:** Thorough scrutiny on budgetary aspects of the business to maximize resource utilization, results, and profitability.
4. **Crystal Clear Communication:** Communicate accurately with courage and consideration to provide clarity for best understanding and execution. Model a culture of providing frequent and helpful communication so that individuals and teams can stay well-aligned.
5. **Optimization through Collaboration and Specialization:** Maximize complementary talents and capabilities across teams and functions. Apply specialized expertise and cross-functionality to facilitate high-value contributions to business and process improvement performance.

**VirtualGuardServicesPvtLtd.**

Vizag-  
+918912709199Hyd-  
+914023359199  
[www.vgssecurity.com](http://www.vgssecurity.com)CIN:U729

**VisakhapatnamOffice:**

NewTechMahindraBuilding,Phase-  
11,Sy.No.44,Resavanipalem,Visakhapa  
tnam500013,  
AndhraPradesh

**HyderabadOffice:**

MSR Block, #701 (1-89/3/B/40  
to42/KS/701/A), Krishe Sapphire  
Building, Survey No. 88, Hitech City  
Main Road, Madhapur, Hyderabad –  
500081, Telangana





We thank you for the hard work and commitment you have shown over the past years. Our combined strength is what makes us successful as a company. We are proud and hope that you continue to give your best to the company, and we compensate equally well for your contributions.

We value your contribution as an employee of Pro-Vigil and VGS for your performance during the period April 2019 to March 2020 and we take great pleasure to revise your salary from **INR 139543/-** to **INR 147915/-** Per Annum, effective April 1, 2019.

The revised compensation package has been customized for you, taking into consideration your performance, experience, industry standards, pay for performance, company policies, and other related factors. Please note that the company will periodically update its policies and communicate the same to employees through notifications by HR Department. You are requested to take reference from HR Notifications for the latest applicability. All employees are expected to uphold high standards at the workplace, fostering Pro-Vigil's vibrant corporate culture and adhere to Pro-Vigil's Code of Conduct and Business Ethics. All other terms and conditions remain unchanged as per your employment agreement and appointment letter with VGS.

**Note:** Your salary details are strictly private and confidential. The details in this letter are not supposed to be discussed and disclosed to others. Any discussion or disclosure of your compensation with anybody other than HR will be considered as a breach of the employment agreement by you. Please contact the HR Department for any clarifications.

Once again, we thank you for all your valued efforts, resilience, and commitment. This year, we have accomplished a lot together and empowered countless customers and people to realize their full potential. But what matters most now is what we do next. Thank you for helping make Pro-Vigil a fantastic company now and for the years to come. We wish you continued growth, success, and a long-term career with Pro-Vigil.

**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**

**Director-Human Resources**

**VirtualGuardServicesPvtLtd.**

Vizag-  
+918912709199Hyd-  
+914023359199  
[www.vgssecurity.com](http://www.vgssecurity.com)CIN:U729

**VisakhapatnamOffice:**

NewTechMahindraBuilding,Phase-  
11,Sy.No.44,Resavanipalem,Visakhapa  
tnam500013,  
AndhraPradesh

**HyderabadOffice:**

MSR Block, #701 (1-89/3/B/40  
to42/KS/701/A), Krishe Sapphire  
Building,Survey No. 88, Hitech City  
Main Road,Madhapur, Hyderabad –  
500081,Telangana



## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
K.Pavan Kumar,  
Employee ID: PRO1059,  
Department: Monitoring.  
Facility: Operation CoE, Vizag

Dear Pavan Kumar,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

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**VirtualGuardServicesPvtLtd.**

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We thank you for the hard work and commitment you have shown over the past years. Our combined strength is what makes us successful as a company. We are proud and hope that you continue to give your best to the company, and we compensate equally well for your contributions.

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The revised compensation package has been customized for you, taking into consideration your performance, experience, industry standards, pay for performance, company policies, and other related factors. Please note that the company will periodically update its policies and communicate the same to employees through notifications by HR Department. You are requested to take reference from HR Notifications for the latest applicability. All employees are expected to uphold high standards at the workplace, fostering Pro-Vigil's vibrant corporate culture and adhere to Pro-Vigil's Code of Conduct and Business Ethics. All other terms and conditions remain unchanged as per your employment agreement and appointment letter with VGS.

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**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**

**Director-Human Resources**

**VirtualGuardServicesPvtLtd.**

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## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
K.Sai Ganesh,  
Employee ID: PRO1062,  
Department: Monitoring.  
Facility: Operation CoE, Vizag

Dear Sai Ganesh,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

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**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**

**Director-Human Resources**

**VirtualGuardServicesPvtLtd.**

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## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
D.V.S.Krishna Sahir,  
Employee ID: PRO1060,  
Department: Monitoring.  
Facility: Operation CoE, Vizag

Dear Krishna Sahir,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

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**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**

**Director-Human Resources**

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## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
O.Sohil,  
Employee ID: PRO1058,  
Department: Monitoring.  
Facility: Operation CoE, Vizag

Dear Sohil,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

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**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**

**Director-Human Resources**

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Ref: VGS/T1/0718

09<sup>th</sup> July, 2018

To  
Ms. Swathi Sasubilli,  
D No-9-7-20/1,  
6 Taps Street,  
Sivaji Palem, Maddilipalem,  
Visakhapatnam-530017

**Appointment Letter**

Dear Ms. Swathi Sasubilli,

We welcome you to Virtual Guard Services Pvt. Ltd., and look forward to a long and mutually beneficial association with us.

- With reference to the discussions held, we are pleased to offer the role "**Monitoring Trainee**" in our organization.
- This letter is effective from your Date of Joining, which is on **01<sup>st</sup> July, 2018**.
- Your annual gross salary will be **Rs 1,06,320 /-** (In Rupees One Lakh Six Thousand & Three Hundred & Twenty only) Inclusive all and break up salary will be as per Annexure B.
- Your employment with us will be governed by terms and conditions referred in Employee Hand Book of the organization.
- You will be on Probation period for three months and your services will be confirmed, extended or terminated based on your performance during the probation period.
- Your Increments and Promotions will be made on the basis of merit and it will be at the sole discretion of the Organization.
- You will be based at our Visakhapatnam Office until the company intimates you for other location.
- You will be entitled for leaves as per the Policy of the Employee Hand Book.
- You are required to sign the Confidentiality and Non-Compete Agreements.
- Please sign on the duplicate copy of this letter at the bottom right corner, and return to undersigned as a token of your acceptance and mentioning the date of your joining with M/s Virtual Guard Services Private Limited.

Encl. Annexure – A (Employment Terms)  
Annexure - B (Break Up of Salary)  
Annexure – C (Roles & Responsibilities)

**Virtual Guard Services Pvt Ltd.**

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Deigratia, 5th Floor, Right Wing  
Door No. 8-2-596/a&b,  
Road No. 10, Banjara Hills,  
Hyderabad - 500 034, Telangana



April 9, 2019

**Welcome to WILP**

**Work Integrated Learning Programme**  
**Wipro Limited, Dodda Kannelli**  
**Sarjapur Road, Bengaluru - 560 035.**  
**Phone: (080) 28440011/12, Fax: (080) 28440256**

**Mr. Chiruvolu Phani Venkata Sai Krishna Sahir**  
D No. 80-16-24, Sri Indhi,  
Srinivasa Nagar , Ava Road,  
Rajahmundry- 530031  
Andhra Pradesh

Dear **Chiruvolu Phani Venkata Sai Krishna Sahir**,

**Sub: Enrolment letter to Work Integrated Learning Programme ("WILP" or "Academy") as Trainee - Computer Applications**

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.  
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

**Endorsement**

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Terms & Conditions

### 1. PROFILE:

You are enrolled as a Trainee- Computer Applications with the **Work Integrated Learning Programme**. The Company, in association with **a collaborating University** is offering a customized academic and training program to the Trainee along with a “Project Readiness Program” (‘PRP’) for the purposes of participating in projects at Company as part of the program. This programme will require work integrated learning under WILP. The academic program will enable the Trainee to obtain **M.Tech degree** upon successful completion.

### 2. DURATION:

The duration of your academic programme will be for a period of 48 months from the date of enrolment. Unless the Academy extends the period of your study in writing, which is done solely at the discretion of the WILP Academy, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Academy extends the academic period (in writing) you will continue to be enrolled as a Trainee - Computer Applications with WILP.

### 3. Scholarship/Stipend and Benefits

During the WILP program you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, a life & medical insurance would include a cover for you, the premium / cost will be taken care of by Wipro.

1. A Group Personal Accident Insurance (GPAI) Program of **Rs.12,00,000/-**. You could also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.
2. Group Life Insurance Program of **Rs.14,00,000/-** is available for Trainees. This makes it possible to also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, Trainees are also eligible to participate in a contributory medical insurance cover towards hospitalization and additional medical cover.

- a. A contributory mediclaim insurance program with reimbursements up to **Rs. 2,00,000 is available to the employee at a monthly nominal deduction**. 10% of the claim amount would need to be borne by the employee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.



The below table shows the prescribed scholarship for various years:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	712	15,712/- (*)
Second year	17000	810	17,810/- (*)
Third year	19000	910	19,910/- (*)
Fourth year	23000	0	23,000/- (*)

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act **(at 1.75% of your Scholarship)** as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Academy subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Academy, and is subject to satisfactory performance as prescribed in the WILP portal. In case your project performance at any stage is not found to be satisfactory, then you would be put on a performance improvement plan (PIP). Post PIP, if there is no improvement in project performance, the Academy may at its sole discretion discontinue your enrolment in the WILP program.

#### Book Allowance:

A Book Allowance of INR 1,250/- will be paid per Trainee per semester. This allowance will be paid every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester and you will not be required to provide any inputs from your end to obtain the allowance. The allowance will be subject to tax. Book allowance is applicable only when a Trainee is registered for the semester.

#### Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

#### 4. Training Agreement:

- This letter of enrolment is subject to your Training Agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining Wipro.
- Training agreement in Wipro is for a total period of 60 Months - for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training Should you discontinue the WILP programme or your enrolment to the program is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- will have to be reimbursed by you as detailed in the Training Agreement.

#### 5. PROJECT READINESS PROGRAM (PRP)

- Project Readiness Program (PRP) is offered by Wipro - Talent Transformation Department to all campus and off-campus recruits. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the Work Integrated Learning Program.



## 6. CONFLICT OF INTEREST:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- a. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- b. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
  - i. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - ii. Any existing employee to become associated with, or perform services of any type for any third party.
- c. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## 7. OBLIGATIONS AND RESPONSIBILITIES:

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).





- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

## **8. CONFIDENTIALITY:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

## **9. ASSIGNMENT OF INTELLECTUAL PROPERTY**

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

## **10. POSTING:**

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

## 11. MISCONDUCT:

- a. In case you are charged with any misconduct or disciplinary issue during your study period, you may be liable to be suspended without payment of scholarship amount, for such period as the Academy may deem fit. If the charges are proved against you may become liable for discontinuation of academic study and termination from enrolment, without notice or payment in lieu of notice notwithstanding any clause of this letter of enrolment and with no prejudice to Wipro's right to enforce the Training agreement.
- b. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, the Academy shall have the right to terminate your academic study without any notice or payment in lieu thereof, if any declaration given or information furnished by you to the Academy / Wipro is found to be false or if you are found to have willfully suppressed any material information.

## 12. CANCELLATION OF ENROLMENT:

Notwithstanding any of the clauses of this letter of enrolment, the management of the Academy, reserves the right at its sole discretion of terminating this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 13. STUDY HOURS:

As a Trainee - Computer Applications, you will be called upon to undergo studies during the hours and days as may be fixed by the Academy from time to time. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval. You would be operating from any of the locations, as may be decided by the Academy.

The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the Academy.

## 14. GENERAL:

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- e. During the period of enrolment you are required to comply with all policies of WILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.



#### 15. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:

- a. On Completion/Cancellation of the academic programme, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- b. On successful completion of the study, you will be eligible to receive the M.Tech degree from the collaborating University, in recognition of your successfully completing the course. You are not eligible to receive any certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- c. Wipro reserves the right to offer employment at its sole discretion to a WILP Trainee on successful and satisfactory completion of the academic study.
- d. All students / trainees of the work integrated learning programs will be given testimonials at the end of the successful completion of the M.Tech degree programme. Trainees being students of the Academy, are not entitled for the issuance of any experience letter in case they discontinue the academy for what so ever is the reason. The testimonial contains the timeline in the Academy and the kind of project works carried during the work integrated learning opportunity.

#### 16. DATE OF COMMENCEMENT OF ACADEMIC STUDY:

In case if you accept the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day you report for undergoing study.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.

Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be reporting for duty on \_\_ / \_\_ / \_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_

Place: \_\_\_\_\_



## ANNEXURE I

### CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I -----, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature**.....



## **ANNEXURE II**

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

**Name:**

**Date:** \_\_/\_\_/\_\_\_\_

**Signature:**.....



## **ANNEXURE - III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro grooves campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

#### **Corporate Readiness Program - CRP**

The CRP program is focused on making young Trainee comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE " a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

#### **Technology Readiness Program - TRP**

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.



### **Accommodation, Food & Other Miscellaneous Expenses**

- a. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
- b. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- c. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- d. You would not be eligible for accommodation at the Wipro guest houses.

**Registered Office:**

Wipro Limited  
Doddakannelli  
Banjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA19A5PLD0020800



# INNOVSOURCE PRIVATE LIMITED

YOUR PEOPLE PARTNER

Ref: HR/SEPT/15/VTZ/53527945

Date :15 September, 2018

Mr. Sandeepvarma Datla

State: Andhra Pradesh

## Offer cum Appointment Letter

Dear Mrs. Sandeepvarma Datla,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as Associate Trainee in the employment of the company. You will join us on or before **22.10.2018**.

As you are aware that Innov Source Private Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as Associate Trainee SBI Credit Cards and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of Rs. **81,104/- per annum (Rupees Eighty One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

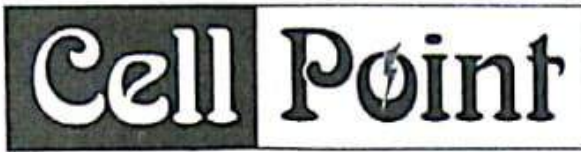
Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.



**CELL POINT (India) Pvt. Ltd.**

Corporate Office : # 30-15-139, No 5 & 6  
1st Floor, Ram's Arcade, Opp. BSNL Office Dabagardens  
Visakhapatnam - 530 020. Phone : 0891 - 6635992, 6642117  
CIN No. U52390AP2013PTC086912  
GST No. 37AAFCC2148H1ZR

## Letter of Appointment

DT: 11/07/2018

To,

Ms. P Kanakamahalakshmi  
19-52-4/3, Venkateswara Metta, Dabagarden  
Visakhapatnam.

Dear Ms. P Kanakamahalakshmi,

With reference to your application for employment and subsequent interview had with us and based upon your assurance and declaration subject to verification; we are pleased to appoint you in our organization as **Jr.Accountant** in the following terms & conditions w.e.f 11/07/2018.

You will be paid Gross Salary Rs.8,000/- per month

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

This appointment is made on the understanding that the information given by you in your application as correct, true and complete. If it is found at any time that the information so given by you is incorrect / false / incomplete, this appointment will be withdrawn and you may be terminated from your service at any time after you have join the employment with us.

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in a training programmed without any extraneous circumstances would lead to automatic termination of your employment.

Employment as per this appointment is subject to your being medically fit.

During the period of employment with us you shall not engage in any other business, individual profession either alone or in association with others, other than our company work.

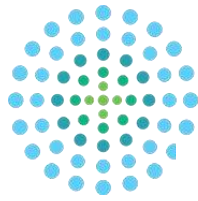
This order of appointment can be terminated on either side by giving **1 months'** notice or payment of salary (basic) in lieu thereof. The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a **1 months'** notice in writing or an equivalent of **1 months'** salary in lieu thereof. The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

You should obey and follow all the terms and conditions which are governed by all other standard rules of the company as existing now and as may be implemented / amended from time to time.

During the tenure of employment with us, at the discretion of the management, you are liable to be transferred to any of the establishments, sister concerns, divisions or units of the company located anywhere in India.

The management clearly cautioned you or your staff of our outlets which are located at the respective areas are not allowed to buy or exchange any seconds handsets (mobiles or any other handsets) in our outlets, if you still do any purchase, sale or exchange of seconds mobiles in our outlets; it will be turned as breach of disciplinary act; the management is not responsible for the consequences that may arise due to this and also you will be removed / terminated from your employment immediately without any further information.

Contd.....2



| I | C | E |  
Teach and Touch lives...

## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 03/03/2018

Offer Code: ICE/2018-19/001

Dear **Sowjanya Kondeti**,

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

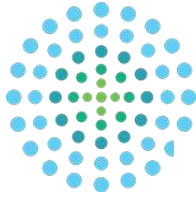
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.14,000/-p.m** (Rupees Fourteen Thousand) from the date of your reporting to the school / assigned place.

You will be provided free accommodation at your place of posting from the date you report for your assignment, after your preliminary training and traveling allowance wherever applicable.

You can also enhance your earning by **EMPLOYEE BENEFIT PROGRAM**.



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
2. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
3. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

If you choose to accept this offer, please send a confirmation mail to [ice.andhra@gmail.com](mailto:ice.andhra@gmail.com) by April 15<sup>th</sup>. The training date will be informed to you upon receiving the confirmation mail.

The entire team at I.C.E is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of the organization.

Note:- For any further clarifications please write a mail [ice.andhra@gmail.com](mailto:ice.andhra@gmail.com)

With Best Wishes

**K V Sandeep Reddy**  
Director

Ref: HR/JAN/16/KT/53529162/50691925/1000501231

Date :08 January, 2016

Mr. Damodarrao Muddana

State: Andhra Pradesh

**Offer cum Appointment Letter**

Dear Mr. Damodarrao Muddana,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Associate Trainee** in the employment of the company.

You will join us on or before **11.01.2016**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **Associate Trainee** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 91,104/- per annum (Rupees Ninety One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

---

Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**



## Annexure - I

<b>Name: Mr. Damodarrao Muddana</b>	
<b>Grade: KT</b>	
<b>Designation: Associate Trainee</b>	
<b>Monthly Payments</b>	<b>Rs.</b>
Basic	6,500.00
House Rent Allowance	1,092.00
Conveyance Allowance	0.00
<b>Gross Per Month (A)</b>	<b>7,592.00</b>
Provident Fund	As Per Act
ESIC	As Per Act
Annual Bonus	As Per Act
<b>Gross Per Annum (A * 12)</b>	<b>91,104.00</b>

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

## List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof



**Annexure - III**

Instructions to fill PF Nomination Form for candidates:

Your Username: 53529162@sms

Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

**Annexure - IV**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. 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" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services,

use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

6<sup>th</sup> July, 2019.

B.Devi  
D no: 15-390/4/1, Bhagat Singh nagar,  
Arilova Colony,  
Visakhapatnam-530040.

Dear B.Devi,

**Sub: Offer of employment as Trainee - Data Processing Analyst**

We invite your reference to the discussions you had with us, on the above subject. We are pleased to offer you the position of Trainee - Data Processing Analyst in our organization facility based at Visakhapatnam.

The offer is subject to the terms and conditions of employment as stated in **Annexure 1**, which is an integral part of this offer.

Your remuneration, computed on the basis of "Total Cost to Company" is **Rs. 1,43,544/- per annum (Indian Rupees One Lakh Forty Three Thousand Five Hundred and Forty Four)**. The detailed breakdown of fixed component is attached herewith. Please treat this information as confidential.

You will be on probation for a period of 6months from the date of joining, which at the sole discretion of the management may be reduced or extended. During the probation period, either party shall reserve the right to terminate the service by giving to the other a notice of not less than 15 days or basic in lieu of notice period.

Upon successful completion of the probation period, and subject to satisfactory performance and conduct during the probation period, the company shall confirm your services. It is to be explicitly understood that unless a written confirmation letter is received by you, signed by an authorized signatory of the Company, the services will not be deemed as confirmed.

After confirmation, either party may terminate the service by giving to the other party a written notice of not less than one calendar month or Basic in lieu of notice period. However, the company may, at its sole discretion decide to terminate your services with immediate effect by paying one month's salary (computed as Basic) in lieu of notice period.

## IDA AUTOMATION PVT. LTD.

706, RNS Shanti Nivas,  
Tumkur Road, Yeshwanthpur,  
Bangalore, Karnataka 560022

1st Floor, Tech Mahindra Building 2,  
Satyam Junction, Visakhapatnam  
Andhra Pradesh-530013

www.idanalytics  
accounts@idanalytics  
CIN: U74999KA2016PTC09



Ref: HR/JAN/16/KT/53529181/50691926/1000501319

Date :08 January, 2016

Mr. Leelamanohar Nemala

State: Andhra Pradesh

**Offer cum Appointment Letter**

Dear Mr. Leelamanohar Nemala,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Associate Trainee** in the employment of the company.

You will join us on or before **11.01.2016**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **Associate Trainee** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 91,104/- per annum (Rupees Ninety One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

---

Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**



## Annexure - I

<b>Name: Mr. Leelamanohar Nemala</b>	
<b>Grade: KT</b>	
<b>Designation: Associate Trainee</b>	
<b>Monthly Payments</b>	<b>Rs.</b>
Basic	6,500.00
House Rent Allowance	1,092.00
Conveyance Allowance	0.00
<b>Gross Per Month (A)</b>	<b>7,592.00</b>
Provident Fund	As Per Act
ESIC	As Per Act
Annual Bonus	As Per Act
<b>Gross Per Annum (A * 12)</b>	<b>91,104.00</b>

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

## List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof

**Annexure - III**

Instructions to fill PF Nomination Form for candidates:

Your Username: 53529181@sms

Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

**Annexure - IV**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. 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" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services,

use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Ref: HR/JAN/16/KT/53527985/50691849/1000501229

Date :08 January, 2016

Mr. Lokesh Yendreddi

State: Andhra Pradesh

**Offer cum Appointment Letter**

Dear Mr. Lokesh Yendreddi,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Associate Trainee** in the employment of the company.

You will join us on or before **11.01.2016**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **Associate Trainee** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 91,104/- per annum (Rupees Ninety One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

---

Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**



## Annexure - I

<b>Name: Mr. Lokesh Yendreddi</b>	
<b>Grade: KT</b>	
<b>Designation: Associate Trainee</b>	
<b>Monthly Payments</b>	<b>Rs.</b>
Basic	6,500.00
House Rent Allowance	1,092.00
Conveyance Allowance	0.00
<b>Gross Per Month (A)</b>	<b>7,592.00</b>
Provident Fund	As Per Act
ESIC	As Per Act
Annual Bonus	As Per Act
<b>Gross Per Annum (A * 12)</b>	<b>91,104.00</b>

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

## List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof

**Annexure - III**

Instructions to fill PF Nomination Form for candidates:

Your Username: 53527985@sms

Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

**Annexure - IV**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. 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" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services,

use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Ref: HR/JAN/16/KT/53527880/50691844/1000501220

Date :08 January, 2016

Mr. Lovaraju Erata

State: Andhra Pradesh

**Offer cum Appointment Letter**

Dear Mr. Lovaraju Erata,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Associate Trainee** in the employment of the company.

You will join us on or before **11.01.2016**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **Associate Trainee** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 91,104/- per annum (Rupees Ninety One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

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Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**



## Annexure - I

<b>Name: Mr. Lovaraju Erata</b>	
<b>Grade: KT</b>	
<b>Designation: Associate Trainee</b>	
<b>Monthly Payments</b>	<b>Rs.</b>
Basic	6,500.00
House Rent Allowance	1,092.00
Conveyance Allowance	0.00
<b>Gross Per Month (A)</b>	<b>7,592.00</b>
Provident Fund	As Per Act
ESIC	As Per Act
Annual Bonus	As Per Act
<b>Gross Per Annum (A * 12)</b>	<b>91,104.00</b>

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

## List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof

**Annexure - III**

Instructions to fill PF Nomination Form for candidates:

Your Username: 53527880@sms

Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

**Annexure - IV**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. 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" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You are shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services,

use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Ref: HR/JAN/16/KT/53527906/50691845/1000501233

Date :08 January, 2016

Mr. Madhusudhana Alagolu

State: Andhra Pradesh

**Offer cum Appointment Letter**

Dear Mr. Madhusudhana Alagolu,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Associate Trainee** in the employment of the company.

You will join us on or before **11.01.2016**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **Associate Trainee** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 91,104/- per annum (Rupees Ninety One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

---

Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**



## Annexure - I

<b>Name: Mr. Madhusudhana Alagolu</b>	
<b>Grade: KT</b>	
<b>Designation: Associate Trainee</b>	
<b>Monthly Payments</b>	<b>Rs.</b>
Basic	6,500.00
House Rent Allowance	1,092.00
Conveyance Allowance	0.00
<b>Gross Per Month (A)</b>	<b>7,592.00</b>
Provident Fund	As Per Act
ESIC	As Per Act
Annual Bonus	As Per Act
<b>Gross Per Annum (A * 12)</b>	<b>91,104.00</b>

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

## List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof

**Annexure - III**

Instructions to fill PF Nomination Form for candidates:

Your Username: 53527906@sms

Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

**Annexure - IV**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. 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" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services,

use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Ref: HR/JAN/16/KT/53529528/50691927/1000501321

Date :08 January, 2016

Mr. Mahesh Yerramsetti

State: Andhra Pradesh

**Offer cum Appointment Letter**

Dear Mr. Mahesh Yerramsetti,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Associate Trainee** in the employment of the company.

You will join us on or before **11.01.2016**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **Associate Trainee** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 91,104/- per annum (Rupees Ninety One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

---

Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**



## Annexure - I

<b>Name: Mr. Mahesh Yerramsetti</b>	
<b>Grade: KT</b>	
<b>Designation: Associate Trainee</b>	
<b>Monthly Payments</b>	<b>Rs.</b>
Basic	6,500.00
House Rent Allowance	1,092.00
Conveyance Allowance	0.00
<b>Gross Per Month (A)</b>	<b>7,592.00</b>
Provident Fund	As Per Act
ESIC	As Per Act
Annual Bonus	As Per Act
<b>Gross Per Annum (A * 12)</b>	<b>91,104.00</b>

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

## List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof

**Annexure - III**

Instructions to fill PF Nomination Form for candidates:

Your Username: 53529528@sms

Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

**Annexure - IV**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. 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" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services,

use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

15<sup>th</sup> May, 2018.

ALLU SRAVANI  
Flat No. -79, Sector- 1,  
MVP Colony,  
Visakhapatnam.

Dear Sravani,

Sub: Offer of employment as Trainee - Data Processing Analyst

We invite your reference to the discussions you had with us, on the above subject. We are pleased to offer you the position of Trainee - Data Processing Analyst in our organization facility based at Visakhapatnam.

The offer is subject to the terms and conditions of employment as stated in **Annexure 1**, which is an integral part of this offer.

Your remuneration, computed on the basis of "**Total Cost to Company**" is **Rs. 1,43,544/- per annum (Indian Rupees One Lakh Forty Three Thousand Five Hundred and Forty Four)**. The detailed breakdown of fixed component is attached herewith. Please treat this information as confidential.

You will be on probation for a period of 6months from the date of joining, which at the sole discretion of the management may be reduced or extended. During the probation period, either party shall reserve the right to terminate the service by giving to the other a notice of not less than 15 days or basic in lieu of notice period.

Upon successful completion of the probation period, and subject to satisfactory performance and conduct during the probation period, the company shall confirm your services. It is to be explicitly understood that unless a written confirmation letter is received by you, signed by an authorized signatory of the Company, the services will not be deemed as confirmed.

After confirmation, either party may terminate the service by giving to the other party a written notice of not less than one calendar month or Basic in lieu of notice period. However, the company may, at its sole discretion decide to terminate your services with



**Private & Confidential****Date (dd/mm/yy): 27/05/17****Karkete Sai Kumar****D.No: 12-651, Parvathi Nagar, Arilova,****VISAKHAPATNAM-AP****APPOINTMENT LETTER****Dear Karkete Sai Kumar,**

Subsequent to the meetings between Concentrix Daksh Services India Private Limited (hereinafter, 'Concentrix'/Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

**1. Appointment**

1.1 You shall be appointed to the position of <Practitioner> in Band <3>. Your designation may be changed at the discretion of the Company depending on the work assigned to you

1.2 Your initial place of work shall be <Visakhapatnam>

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time.

On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from <06/06/17> (dd/mm/yy) or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on <05/06/17> (dd/mm/yy) failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at <nagoori.kumari@concentrix.com> to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the on boarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date

1.4 On on-boarding / joining you shall report to <Buddha Mahesh> or any other person nominated by him/her.

1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

**K. Sai Kumar**

Signature of Candidate

**Concentrix Daksh Services India Private Limited**

(Formerly known as IBM Daksh Business Process Services Private Limited)

Registered Office: Unit # 101, Westend Mall, 1st Floor, 3rd Level, Main Najafgarh Road, District Centre, Janakpuri, New Delhi - 110058

Corporate Identity Number: U72200DL1999PTC102972

Phone: 91-124-4635100 Fax: 91-124-4263311

Email: info.india@concentrix.com Website: www.concentrix.com

CNX/REC/ART/AGHR/IBU/4.0





**Seepana**

SEEPANA SWATHI



Ref: HR/JAN/16/KT/53527945/50691846/1000501222

Date :08 January, 2016

Mr. Sandeepvarma Datla

State: Andhra Pradesh

**Offer cum Appointment Letter**

Dear Mr. Sandeepvarma Datla,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Associate Trainee** in the employment of the company.

You will join us on or before **11.01.2016**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **Associate Trainee** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 91,104/- per annum (Rupees Ninety One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

---

Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**

## Annexure - I

<b>Name: Mr. Sandeepvarma Datla</b>	
<b>Grade: KT</b>	
<b>Designation: Associate Trainee</b>	
<b>Monthly Payments</b>	<b>Rs.</b>
Basic	6,500.00
House Rent Allowance	1,092.00
Conveyance Allowance	0.00
<b>Gross Per Month (A)</b>	<b>7,592.00</b>
Provident Fund	As Per Act
ESIC	As Per Act
Annual Bonus	As Per Act
<b>Gross Per Annum (A * 12)</b>	<b>91,104.00</b>

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

## List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof

**Annexure - III**

Instructions to fill PF Nomination Form for candidates:

Your Username: 53527945@sms

Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

**Annexure - IV**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. 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" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services,



use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Ref: HR/JAN/16/KT/53527954/50691847/1000501224

Date :08 January, 2016

Mr. Sivakumar Vengala

State: Andhra Pradesh

**Offer cum Appointment Letter**

Dear Mr. Sivakumar Vengala,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **Associate Trainee** in the employment of the company.

You will join us on or before **11.01.2016**.

As you are aware that Strategic Manpower Solutions Limited is involved in the business of providing services to their clients through outsourced human resource services and accordingly you are assigned to our client to work as **Associate Trainee** and shall perform duties that are assigned to you by our client from time to time. You shall work out of the Clients' premises and the same shall be intimated to you from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 91,104/- per annum (Rupees Ninety One Thousand One Hundred Four Only)** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules.

Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.

Upon your joining, the terms and conditions in this letter shall form your appointment letter and terms of appointment as mentioned in Annexure IV. This day shall be your date of appointment in the company.

Please sign and return a copy of this letter as a token of your acceptance of the "Terms & Conditions of Employment" attached herewith and return it to HR within ten days from the date of issue.

You are required to submit the documents enlisted in Annexure A on your date of joining as part of joining compliance.

Your appointment will be subject to finding you medically fit.

We wish you a long successful association with us.

Yours faithfully,  
For **Strategic Manpower Solutions Limited**

**Authorized Signatory**

---

Signature of the Employee: \_\_\_\_\_

Encl:

1. Annexure of Compensation - **Annexure - I**
2. List of Documents - **Annexure II**
3. Instructions to fill PF Nomination Details - **Annexure - III**
4. Terms and Conditions of Employment - **Annexure - IV**

## Annexure - I

<b>Name: Mr. Sivakumar Vengala</b>	
<b>Grade: KT</b>	
<b>Designation: Associate Trainee</b>	
<b>Monthly Payments</b>	<b>Rs.</b>
Basic	6,500.00
House Rent Allowance	1,092.00
Conveyance Allowance	0.00
<b>Gross Per Month (A)</b>	<b>7,592.00</b>
Provident Fund	As Per Act
ESIC	As Per Act
Annual Bonus	As Per Act
<b>Gross Per Annum (A * 12)</b>	<b>91,104.00</b>

*\*All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

*\* It is further clarified that HRA, Conveyance and Personal Allowance shall not be reckoned for the purpose of contribution to the Provident Fund.*

## Annexure - II

## List of Documents

1. Copy of Resume
2. Copy of Educational Certificate starting from SSC
3. Medical Certificate from Doctor not less than MBBS
4. 4 Grey background passport size photographs
5. 2 family photographs post card size
6. Copy of Id proof (Passport / License / Election Card / PAN Card)
7. Copy of Address Proof

**Annexure - III**

Instructions to fill PF Nomination Form for candidates:

Your Username: 53527954@sms

Password: rr@1234

1. Visit internet site <http://www.ril.com/html/careers/careers.html>
2. Click "Opportunities in Retail"
3. Click "Login" and enter username and password provided above.
4. Click "Candidate Profile".
5. Click on page 9: "Fill PF Nomination Form".
6. Enter nomination details and click save button.
7. Print three copies of the PF Nomination Form.
8. Sign both copies and bring it at the time of joining.

**Annexure - IV**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience,
5. Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with grey background; and c) Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.

7. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
8. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
9. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
10. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roster.
11. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
12. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
13. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
14. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
  - a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - b) i.) Return to work within 8 days from the commencement of such absence and ii.) Give an explanation to the satisfaction of the Management regarding such absence.
15. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one day's notice in writing by either side or payment of one day's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
16. 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" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

17. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
18. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
19. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
20. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
21. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
22. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
23. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
24. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services,



use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.

25. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
26. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
27. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
28. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in \_\_\_\_\_ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



OFFER LETTER

Date: 30/04/2016

Dear Mr. Ch. Ramatulasi

**"CONGRATULATIONS"**

We welcome you to the **"FAMILY OF SUBHAGRUHA INFRA PVT LTD"**

With reference to your application and the subsequent interview you had with us on **30/04/2016**. We are pleased to offer you the position of **Subhagruha Sales Specialist** based at **AMEERPET**. Initially you will be undergoing training at office. Kindly confirm your presence to the undersigned.

You are required to produce the following:

1. 3 Passport size color photographs
2. A photocopy of each of your educational certificates.
3. Ration Card and Voter ID.
4. Bank account Xerox copy.
5. Pancard Xerox.

You are requested to join with us as on **05/05/2016** with all the above mentioned documents at the following address:

With Best Wishes,

For **SUBHAGRUHA INFRA PVT .LTD**

**HEAD-HR**

**D.AJAYKUMAR**

**9948348453**



*D. Ch.*

Flat No: 408, 4th Floor,  
Pavani prestige, R.S. Brothers,  
Ameerpet, Hyderabad-500038



**K.TEJASWINI**  
**PRO3965**



**PRO-VIGIL**

[www.pro-vigil.com](http://www.pro-vigil.com)



# STATE LEVEL POLICE RECRUITMENT BOARD, ANDHRA PRADESH



RECRUITMENT OF SCT SIs (CIVIL) (MEN & WOMEN) AND SCT RSIs (APSP) (MEN) IN POLICE DEPARTMENT, VIDE NOTIFICATION RC. NO. 163/SLPRB/RECT.1/2022, DTD: 28.11.2022

## CALL LETTER FOR PHYSICAL MEASUREMENT TEST / PHYSICAL EFFICIENCY TEST

Date: **02-09-2023**, Time of reporting at Venue: **07:00 AM**

Venue: **District Armed Reserve Police Grounds, Kailasagiri, Visalakshinagar, Visakhapatnam, Pin No.530043**

Regd. No.

**5061713**

1) Name of the Candidate **GOLLAPALLI DAMAYANTHI**

2) S/o, D/o, W/o **GOLLAPALLI RAMU**

3) Gender **Female**

4) Date of Birth **14/11/1998**

5) Community **SC**

6) PWT Marks **Paper-I: 39, Paper-II: 38**

7) Do you belong to ABO-ST in the Scheduled Agency area?

--

8) Do you belong to Ex-servicemen?

**No**

9) AADHAAR Card No. **749599154724**

10) Post Applied for **11-SCT SI (Civil) (Men & Women)**

11) Local to which District? **Visakhapatnam**

12) Identification marks

**a) A MOLE BEHIND THE RIGHT FOOT**

**b) A MOLE ON THE LEFT CHEEK**



Gr. Damayanthi



You are required to appear for Physical Measurements Test and Physical Efficiency Test at **District Armed Reserve Police Grounds, Kailasagiri, Visalakshinagar, Visakhapatnam, Pin No.530043** with the following Original Certificates together with a set of legible Xerox copies duly attested by a Gazetted Officer along with copies of filled in Stage-I Online Application Form & Stage-II Online Application Form.

### FOR OFFICIAL USE

#### Subjected to:

1. Verification of Certificates (Entry Gate)	Yes	No
2. Biometric	Yes	No
3. Height Measurement	Q	NQ
4. Weight Measurement (Women only)	Q	NQ
5. Chest Measurement (Men only)	Q	NQ
6. 1 Mile Run (1600 Mts Run)	Q	NQ
7. 100 Meters Run	Q	NQ
8. Long Jump	Q	NQ
9. Verification of Original Certificates	Yes	No
10. Uploading Certificates	Yes	No



**List of documents to be submitted by the candidate**

**(For details, see instructions given in the notification)**

1. Secondary School/Matriculation certificate or equivalent certificate in support of the Date of Birth.
2. Educational Qualification: The candidate must have passed, as on 1st July, 2022, Degree or its equivalent examination recognized by the State Government.  
In the case of a candidate belonging to Scheduled Caste or Scheduled Tribe, as on 1st July, 2022, he/she must have passed Intermediate or its equivalent Examination recognized by the State Government and should have studied Degree and appeared for the Degree Examinations and must submit the Memorandum of Marks of all the 1st, 2nd and 3rd year of Degree Examinations.
3. A candidate belonging to the Open Category (OC), who wish to claim concession in age and reservation specified for the EWS category, should submit the said Certificate issued by the competent authority as specified in Para No. 11 in the notification.
4. A candidate belonging to the Backward Class, who wish to claim concession in age and also reservation specified for the Backward Classes, must submit the LATEST Community & Date of Birth Certificate and Certificate of Non Creamy Layer issued by the competent revenue authority as specified.
5. A candidate belonging to Scheduled Caste or Scheduled Tribe, who wish to claim concession in age and also reservation specified for the SCs/STs, must submit the LATEST Community & Date of Birth Certificate issued by the competent authority as specified.
6. Certificate from the competent authority in respect of State Government employees/those who worked in the Army, Navy or Air Force of the Indian Union/NCC Instructors/ retrenched temporary employees in the State Census Department during 1991 for claiming age relaxation.
7. Residence certificate in the agency area from the competent authority in respect of candidates belonging to Scheduled Tribe and Aboriginal Tribes in the agency area who have claimed relaxation in Physical Measurements.
8. Study certificate issued by the School authorities or Residence certificate (in case the candidate has not studied in any Educational Institution preceding to SSC/Matriculation or equivalent (Private study)) issued by Tahasildar of the concerned Mandal, for determining local status.
9. Police Executive service Certificate / Police MiniSterial service Certificate issued on or after the date of notification, wherever applicable.
10. Children of Police Personnel of A.P. Police Department who (a) Died or (b) Were incapacitated and were retired on medical invalidation due to violent action of the Extremists/Criminals/Anti-Social Elements or due to violence while on duty certificate (CDI Certificate).
11. Certificate of Children of Police Personnel issued on or after the date of notification, wherever applicable.
12. Ex-servicemen certificate issued by the competent authority.
13. No objection Certificate for civil employment for in service personnel of Army, Navy, Air force due to retire from service within one year from the last date on which Stage -1 online application form submitted.
14. Meritorious Sports Persons Category (a), (b) or (c) Certificate.
15. National Cadet Corps of 'A', 'B' (or) 'C' Certificate wherever applicable.
16. The candidate who migrated to any part of the State of Andhra Pradesh from the State of Telangana within a period of ten (10) years from the 2nd day of June, 2014 shall submit relevant certificate in order to claim local candidate status
17. Any other document.
18. Copy of Stage-II Online Application Form.

- Note:**
1. The candidate should bring his/her AADHAAR CARD at the time of attending the PMT/PET.  
If the candidate does not possess AADHAAR CARD, he/she should bring any other Photo Identity Proof
  2. The entire process on the day of PMT/PET will take 3-4 hours.
  3. You may contact the following e mail address ([sctsi-pmtpet@slprb.appolice.gov.in](mailto:sctsi-pmtpet@slprb.appolice.gov.in)) for clarification, if any.

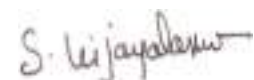
Sd/-

Atul Singh, IPS.

Chairman,

State Level Police Recruitment Board,  
Andhra Pradesh, Mangalagiri.

// t.c.f //



Administrative Officer  
SLPRB



**NATCO**



**G. MANASWI**

ID No. : 60562

Blood Group : O+ve

*S. Vinayachandran*  
Issuing Authority

**Natco Pharma Limited**  
(Pharma Division)  
Kothur Post & Mandal  
Rangareddy Dist - 509 228  
Ph No : 9849045546



# STATE LEVEL POLICE RECRUITMENT BOARD, ANDHRA PRADESH





RECRUITMENT OF SCT SIs (CIVIL) (MEN & WOMEN) AND SCT RSIs (APSP) (MEN) IN POLICE  
DEPARTMENT, VIDE NOTIFICATION RC. NO. 163/SLPRB/RECT.1/2022, DTD: 28.11.2022

## CALL LETTER FOR PHYSICAL MEASUREMENT TEST / PHYSICAL EFFICIENCY TEST

Date: 04-09-2023, Time of reporting at Venue: 10:00 AM  
Venue: District Armed Reserve Police Grounds, Kailasagiri, Visalakshinagar,  
Visakhapatnam, Pin No.530043

Regd. No.

5081750

1) Name of the Candidate	KOMMANI ESWARA RAO	
2) S/o, D/o, W/o	KOMMANI MOHANA RAO	
3) Gender	Male	
4) Date of Birth	13/04/1997	
5) Community	SC	
6) PWT Marks	Paper-I: 43, Paper-II: 51	
7) Do you belong to ABO-ST in the Scheduled Agency area?	—	K. ESWARA RAO
8) Do you belong to Ex-servicemen?	No	
9) AADHAAR Card No.	647329522008	
10) Post Applied for	11-SCT SI (Civil) (Men & Women) 13-SCT RSI (APSP) (Men)	
11) Local to which District?	Srikakulam	
12) Identification marks	a) A MOLE ON THE RIGHT PALM b) A MOLE ON THE LEFT ARM	

You are required to appear for Physical Measurements Test and Physical Efficiency Test at District Armed Reserve Police Grounds, Kailasagiri, Visalakshinagar, Visakhapatnam, Pin No.530043 with the following Original Certificates together with a set of legible Xerox copies duly attested by a Gazetted Officer along with copies of filled in Stage-I Online Application Form & Stage-II Online Application Form.

	FOR OFFICIAL USE		
	Subjected to:		
	1. Verification of Certificates (Entry Gate)	Yes	No
	2. Biometric	Yes	No
	3. Height Measurement	Q	NQ
	4. Weight Measurement (Women only)	Q	NQ
	5. Chest Measurement (Men only)	Q	NQ
	6. 1 Mile Run (1600 Mts Run)	Q	NQ
	7. 100 Meters Run	Q	NQ
	8. Long Jump	Q	NQ
	9. Verification of Original Certificates	Yes	No
10. Uploading Certificates	Yes	No	



**List of documents to be submitted by the candidate**

(For details, see instructions given in the notification)

1. Secondary School/Matriculation certificate or equivalent certificate in support of the Date of Birth.
2. Educational Qualification: The candidate must have passed, as on 1st July, 2022, Degree or its equivalent examination recognized by the State Government.  
In the case of a candidate belonging to Scheduled Caste or Scheduled Tribe, as on 1st July, 2022, he/she must have passed Intermediate or its equivalent Examination recognized by the State Government and should have studied Degree and appeared for the Degree Examinations and must submit the Memorandum of Marks of all the 1st, 2nd and 3rd year of Degree Examinations.
3. A candidate belonging to the Open Category (OC), who wish to claim concession in age and reservation specified for the EWS category, should submit the said Certificate issued by the competent authority as specified in Para No. 11 in the notification.
4. A candidate belonging to the Backward Class, who wish to claim concession in age and also reservation specified for the Backward Classes, must submit the LATEST Community & Date of Birth Certificate and Certificate of Non Creamy Layer issued by the competent revenue authority as specified.
5. A candidate belonging to Scheduled Caste or Scheduled Tribe, who wish to claim concession in age and also reservation specified for the SCs/STs, must submit the LATEST Community & Date of Birth Certificate issued by the competent authority as specified.
6. Certificate from the competent authority in respect of State Government employees/those who worked in the Army, Navy or Air Force of the Indian Union/NCC Instructors/ retrenched temporary employees in the State Census Department during 1991 for claiming age relaxation.
7. Residence certificate in the agency area from the competent authority in respect of candidates belonging to Scheduled Tribe and Aboriginal Tribes in the agency area who have claimed relaxation in Physical Measurements.
8. Study certificate issued by the School authorities or Residence certificate (in case the candidate has not studied in any Educational Institution preceding to SSC/Matriculation or equivalent (Private study)) issued by Tahasildar of the concerned Mandal, for determining local status.
9. Police Executive service Certificate / Police Ministerial service Certificate issued on or after the date of notification, wherever applicable.
10. Children of Police Personnel of A.P. Police Department who (a) Died or (b) Were incapacitated and were retired on medical invalidation due to violent action of the Extremists/Criminals/Anti-Social Elements or due to violence while on duty certificate (CDI Certificate).
11. Certificate of Children of Police Personnel issued on or after the date of notification, wherever applicable.
12. Ex-servicemen certificate issued by the competent authority.
13. No objection Certificate for civil employment for in service personnel of Army, Navy, Air force due to retire from service within one year from the last date on which Stage -I online application form submitted.
14. Meritorious Sports Persons Category (a), (b) or (c) Certificate.
15. National Cadet Corps of 'A', 'B' (or) 'C' Certificate wherever applicable.
16. The candidate who migrated to any part of the State of Andhra Pradesh from the State of Telangana within a period of ten (10) years from the 2nd day of June, 2014 shall submit relevant certificate in order to claim local candidate status
17. Any other document.
18. Copy of Stage-II Online Application Form.

**Note:**

1. The candidate should bring his/her AADHAAR CARD at the time of attending the PMT/PET.  
If the candidate does not possess AADHAAR CARD, he/she should bring any other Photo Identity Proof
2. The entire process on the day of PMT/PET will take 3-4 hours.
3. You may contact the following e mail address ([sctsi-pmtpet@slprb.appolice.gov.in](mailto:sctsi-pmtpet@slprb.appolice.gov.in)) for clarification, if any.

Sd/-

Atul Singh, IPS.

Chairman,

State Level Police Recruitment Board,  
Andhra Pradesh, Mangalagiri.

//t.c.f//

  
Administrative Officer  
SLPRB

**LETTER OF APPOINTMENT**

**Date: 01.07.2019.**

**To,**

**Mr. Melas Rajababu,**  
S/O Sathibabu  
D.No. 4-33, V sarabhavaram (V),  
Rolugunta (M),  
Visakhapatnam Dist. 531114

**Dear Mr Melas Rajababu,**

*This has reference to your application for the post of "Trainee (Production)". We are pleased to appoint you as "Trainee (Production)" on the following terms and conditions.*

**01. Date of Appointment**

You are required to join the organization on or before **04.07.2019**; otherwise this letter of appointment shall automatically stands withdrawn. Your appointment is effective from the date of your joining.

**02. Place of Appointment**

You will be working on the rolls of **SVL CORPORATE SERVICES**. And will be placed at **M/S Deccan Fine Chemicals India Pvt Ltd.**, situated at Kesavaram Village, Payakaraopeta Mandal, Near Tuni, and Visakhapatnam Dist in A.P.

**03. Training Period:**

You will on Training Period for a period of one year from the date of joining. The training period may be extended if your performance is not satisfactory. After successful completion of training you will be put on probation.

**04. Probationary Period**

You will be on probation for a period of One year from the date of your appointment. The period of probation may be extended or reduced at any time at the sole discretion of the Company. During the probationary period or the extended period of probation, your services Will be terminated without assigning any reason in case your performance is not up to the mark of the management or your behavior is found to be detrimental to the organization.

**05. Salary Package**



You will be paid a CTC of Rs. **12,272-(Rupees Twelve Thousand and Two Hundred Seventy Two Only)** per month, summing up to the Cost to the company. The details of salary package – Cost to Company is enclosed at Annexure – I.

#### **06. Other Work**

Your position is a whole time employment with the company and you shall devote yourself exclusive 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 in any other trade or business during the employment with the company without permission of the Management.

#### **07. Transfer**

You will be liable to transfer as the company from time to time to determine to any other location, department, establishment, factory or branch of the company, or its affiliate, associate or subsidiary companies. In such case, you will be governed by the terms and conditions as applicable to the new assignment/new company.

#### **08. Deputation**

You may be sent on deputation to any other organization anywhere in the country which may be under the same management or different management – existing or new.

#### **09. Duties and Responsibilities**

In view of your job, you must effectively perform to ensure results and you will be expected to meet the standards and requirements to achieve the results whenever the job so requires.

You will perform during working hours all kinds of work assigned to you as per the instructions of your superiors.

You will also perform any other incidental work if and when required and if and when instructed to do so by your superiors.

You will be responsible for keeping your place of work neat and clean.

You will not indulge in any act prejudicial to the business or goodwill of the Company.

#### **10. Confidential Information**

You will not at any time without the consent of the Management disclose or divulge or make public except on legal obligations any information regarding the company's affairs or Administration or research carried out whether the Same may be confided to you or become known to you in course of your service or otherwise.

#### **11. Protection of Interest**

If you conceive any new or advanced methods of improving processes / formulae /systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will be and remain sole right/ property of the Company.





**12.** As per the Policy of the company, you are supposed to furnish us your both present and permanent address and at any time if there is any change of address of both permanent and present, it is your duty to inform the Management immediately without fail.

You are supposed to give the telephone / mobile phone nos. and the name(s) of the concerned people at both permanent and present addresses.

**13. Notice Period**

This contract of employment is terminable by either party by giving Two month prior notice only after receiving confirmation of the service. The company reserves the right to pay or recovers salary in lieu of notice period. Further, the company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the un-expired period and is not bound to give any reason thereof.

**14.** On receipt of the separation / termination notice, you will immediately give to the company all correspondence, specifications, formulae, books, documents, cost data, market Data, literature, drawings, effects of records, etc. belonging to the company or relating to its business and shall not make or retain any copies of these items.

**15. Undertaking**

You shall sign the undertaking of the company at the time of joining of the organization and submit to the company, as per the format enclosed – Annexure-II.

**16. Medical fitness**

You're appointment and continuance in service of the management is subject to your remaining physically and mentally fit. As and when required by the management, you will submit yourself to medical examination at the cost of the Company by a physician appointed by the Company for the purpose.

**17. Age of Retirement**

You are liable to retire from the services of the company on attaining the age of 58 years. The company, at its sole discretion, can extend your services beyond this age on terms that are mutually acceptable.

**18. Terminations**

That if any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence in work, indiscipline, absence from duty without permission, overstaying your sanctioned leave, or any other act or commissions which sanctions leave, or any other act conduct considered by detrimental to the interest of the organization and violation of one or more terms of this letter, your services may be terminated without any notice.





**SVL CORPORATE SERVICES**

The above terms and conditions are subject to company's policy from time to time.

Please confirm that the above terms and conditions are acceptable to you, by returning the duplicate copy of this letter, duly signed by you.

With best wishes in your career with us.

**For SVL CORPORATE SERVICES**

**P N Murthy**  
**MANAGING DIRECTOR**

I \_\_\_\_\_, agree to the terms and conditions mentioned in the above letter and shall join the duty from \_\_\_\_\_.

Date \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**ANNEXURE - II**

**UNDERTAKING**

I \_\_\_\_\_

S/o. \_\_\_\_\_

R/o. \_\_\_\_\_

am employed in \_\_\_\_\_ and I do hereby undertake that I will not at any time without the consent of the 'Managing Director' of the Company disclose or divulge or make public except on legal obligations and for performing official duties, any information regarding the Company's affairs or administration or the results of my work carried out I whether the same may be confided to me or become known to me in course of my service or otherwise.

I declare that I am aware, that anything done contrary to the above, will tantamount to 'breach of trust' and the management has all the right to take such legal action as it deems fit.

\_\_\_\_\_  
SIGNATURE





Dear [Paila Viswanadham](#),

Congratulations! Based on our interaction with you, we are pleased to offer you a position of **Team Member-Manufacturing** at work level **V2**.

Your Target Total Compensation, including benefits, will be ₹ 4,30,300 (Rupees Four Lakh Thirty Thousand ThreeHundred only) per annum.

The details of your compensation break-up is provided below.

You will be entitled to benefits as are generally extended to the employees of Dr. Reddy's at your work level.

SALARY COMPONENTS	Per Month (INR)	Per Annum (INR)
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Leave Travel Allowance	8,333	1,00,000
Education Allowance	200	2,400
Minimum Guaranteed Bonus	3,125	37,500
Bonus / Ex-Gratia	700	8,400
Statutory Monthly Interim Bonus	700	8,400
<b>Total Guaranteed Compensation</b>	<b>34,058</b>	<b>4,08,700</b>
Provident Fund	1,800	21,600
<b>Total Fixed Compensation</b>	<b>35,858</b>	<b>4,30,300</b>
<b>Target Total Compensation</b>		<b>4,30,300</b>
Gratuity	722	8,658
GTLI		1,593
GPA		355
Mediclaime		10,000
<b>Sub Total</b>		<b>20,606</b>
<b>Target Total Cost to Company</b>		<b>4,50,906</b>

If you have any clarification on the offer, please feel free to discuss the same with me.

As a token of acceptance of our offer, please send us a confirmation email within one working day, failing which, this offer will stand automatically withdrawn. For any assistance you may need during your transition process please reach out to us at [welcome@drreddys.com](mailto:welcome@drreddys.com), 07947171717 - Dial ext 1 for non-field roles & ext 2 for Field roles

Note:

- Any clarification regarding compensation details may be discussed only with the authorised undersigned.
- To know more about Dr. Reddy's please visit us at [www.drreddys.com](http://www.drreddys.com)
- This offer for employment is subject to you being declared medically fit as per the tests prescribed by us and contingent upon you passing the background verification check conducted by us.

We are glad to have you join us in this journey.



# STATE LEVEL POLICE RECRUITMENT BOARD, ANDHRA PRADESH



RECRUITMENT OF SCT SIs (CIVIL) (MEN & WOMEN) AND SCT RSIs (APSP) (MEN) IN POLICE DEPARTMENT, VIDE NOTIFICATION RC. NO. 163/SLPRB/RECT.1/2022, DTD: 28.11.2022

## CALL LETTER FOR PHYSICAL MEASUREMENT TEST / PHYSICAL EFFICIENCY TEST

Date: 05-09-2023, Time of reporting at Venue: 10:00 AM

Venue: District Armed Reserve Police Grounds, Kailasagiri, Visalakshinagar, Visakhapatnam, Pin No.530043

Regd. No.

5034727

1) Name of the Candidate	SAGINA NETHAJI
2) S/o, D/o, W/o	SAGINA CHINNAIAHPADAL
3) Gender	Male
4) Date of Birth	15/08/1994
5) Community	ABO-ST
6) PWT Marks	Paper-I: 30, Paper-II: 30
7) Do you belong to ABO-ST in the Scheduled Agency area?	Yes
8) Do you belong to Ex-servicemen?	No
9) AADHAAR Card No.	975911885056
10) Post Applied for	11-SCT SI (Civil) (Men & Women) 13-SCT RSI (APSP) (Men)
11) Local to which District?	Other State
12) Identification marks	a) A MOLE ON THE RIGHT CHEST b) A MOLE ON THE LEFT HAND THUMB



S. Nethaji



You are required to appear for Physical Measurements Test and Physical Efficiency Test at District Armed Reserve Police Grounds, Kailasagiri, Visalakshinagar, Visakhapatnam, Pin No.530043 with the following Original Certificates together with a set of legible Xerox copies duly attested by a Gazetted Officer along with copies of filled in Stage-I Online Application Form & Stage-II Online Application Form.

### FOR OFFICIAL USE

#### Subjected to:

1. Verification of Certificates (Entry Gate)	Yes	No
2. Biometric	Yes	No
3. Height Measurement	Q	NQ
4. Weight Measurement (Women only)	Q	NQ
5. Chest Measurement (Men only)	Q	NQ
6. 1 Mile Run (1600 Mts Run)	Q	NQ
7. 100 Meters Run	Q	NQ
8. Long Jump	Q	NQ
9. Verification of Original Certificates	Yes	No
10. Uploading Certificates	Yes	No





## LETTER OF APPOINTMENT

26-Apr-21

**SIRAMREDDY LALINIKANTH**

Visakhapatnam

lalinikanthba@gmail.com

Company ID: 165174

Dear Lalinikanth,

With reference to our discussion and agreement, we are pleased to extend this letter of appointment ("Appointment Letter") to you as "**Management Trainee-2**" within **Retail Banking - Collections** at IDFC FIRST Bank Limited (the "Bank"). You are expected to join on or before **07/Jun/2021** ("Date of Joining"). Your Total Fixed Pay ("TFP") will be **INR. 7,00,000/- (Rs.Seven Lakh only)** per annum. The position is currently based at **Visakhapatnam-Dwaraka Plaza (Asset Outlet)**

This appointment is subject to you being medically fit to perform your role effectively. It is also subject to verification, as per the norms of the Bank, of information and particulars submitted (electronically or signed) by you, including but not limited to Authorization / Undertaking / Declaration Form. Kindly confirm your acceptance to this Appointment Letter by uploading a signed and scanned copy of the letter on the authorized joining portal within 5 working days of receipt of this Appointment Letter, post which the Appointment Letter stands revoked, as per the discretion of the Bank, and all the terms and conditions hereunder shall be null and void, and neither party shall have any obligation in relation thereto. Your acceptance to this Appointment Letter shall also mean the acceptance to the terms and conditions mentioned herein

You are requested to complete the joining formalities, on the authorized online portal of the Bank and submit the documents as required by the Bank.

Your Compensation Details and general terms and conditions for appointment are as per the enclosed Annexure/s

Further, your appointment is subject to your abiding to, in Appointment Letter and spirit,

- *Code of Conduct*
- *Code of Conduct for Prohibition of Insider Trading for the Bank*

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

**This Appointment Letter shall be effective from your actual date of joining with the Bank. You are required to submit a signed copy of this Appointment Letter on/before the actual date of joining, failing which the appointment stands withdrawn without any further communication.**

Congratulations on your appointment and we wish you a successful career with IDFC FIRST Bank Limited.

Thank You,

For **IDFC FIRST Bank Limited**

DS IDFC FIRST BANK 1

*Digitally Signed by*

**Deepika Mahajan**

Head Talent Acquisition & Employer Branding



I, **SIRAMREDDY LALINIKANTH**, son/daughter of \_\_\_\_\_ do hereby accept the above and confirm /certify the following:

- Date of Joining the Bank: 07/Jun/2021
- PAN number: HASPK6284H
- Email ID: lalinikanthba@gmail.com

**Signature:**

**Date:**

**Authenticated by**



**Annexure 1**  
**COMPENSATION DETAILS**

<b>Employee Name</b>	<b>SIRAMREDDY LALINIKANTH</b>
<b>Grade</b>	<b>Management Trainee-2</b>
<b>Business Unit</b>	<b>Retail Banking - Collections</b>
<b>Location</b>	<b>Visakhapatnam-Dwaraka Plaza (Asset Outlet)</b>

<b>Component</b>	<b>Per Month(In INR.)</b>	<b>Per Annum (in INR.)</b>
Basic Salary	11,667	1,40,000
Flexible Benefit Plan	44,867	5,38,400
<b>Annual Guaranteed Cash (AGC)</b>	<b>56,533</b>	<b>6,78,400</b>
Employer PF	1,800	21,600
<b>Total Fixed Pay (TFP)</b>	<b>58,333</b>	<b>7,00,000</b>

\* As per the EPFO notification dated February 28, 2019 and basis the new PF rules, your PF will be as mentioned herein

**Notes:**

- <sup>1</sup>Flexible Benefit Plan (FBP) comprises of HRA, Meal Card, Professional Development Expenses, Communication Expenses, LTA, Bank's Owned Car / Reimbursement & National Pension Scheme or any other plan applicable as per Bank's policy. The employee gets to allocate the pool amount under various components as desired. Tax Benefits will be based on declaration & as per IT law.
- In addition to TFP, Insurance premium is paid by the bank towards your life, accident & medical insurance. This is a notional premium amount & is not paid in cash to you
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.

**RECOVERY CLAUSE:**

If the employee resigns within one year of joining IDFC FIRST Bank, he/she would have to pay back an amount of Rs. 1,00,000 /- to the company towards joining and training expenses incurred by IDFC FIRST Bank

**INDICATIVE TARGET BONUS:**

Based on the agreed performance deliverable with your reporting Manager, you would be eligible for Performance based indicative variable pay of Rs. 1,05,000 (Pre Tax) in the Annual Appraisal cycle. This is paid subject to individual, team & Bank's performance and solely at the discretion of the Bank. The Incentive / Performance Bonus plan will be communicated by your reporting Manager.



I/87351/2023



# भारतीय खाद्य निगम/ FOOD CORPORATION OF INDIA

क्षेत्रीय कार्यालय, तृतीय तल, हाका भवन, पब्लिक गार्डन रोड, हैदराबाद - 500004  
Regional Office, 3rd Floor, HACA Bhavan, Public Garden Road, Hyderabad -500004

का.आ.सं./ O.O No. 352/2023/PERS/DR

दिनांक/Date: #Approved Date.

## OFFER OF APPOINTMENT

विषय/Sub: OFFER OF APPOINTMENT FOR THE POST OF ASSISTANT GRADE-III (TECHNICAL) IN FOOD CORPORATION OF INDIA.

Shri/Smt/Kum. TATA VENKATA SAI ADITYA SANDEEP (Category Applied: EWS/Category Selected: EWS) S/o /D/o/ W/o. TV RAMARAO (Date of Birth: 10-01-1998) (Roll No: 1171010790) is hereby offered appointment to the post of ASSISTANT GRADE-III (TECHNICAL) under Direct Recruitment (Advt. No.01/2022-FCI Cat-III) in Food Corporation of India on the following terms and conditions:-

1. He/ She will be eligible to draw Basic Pay of Rs. 28200/- per month in the pay scale of Rs. 28200/- to Rs. 79200/- under IDA pattern, in addition to allowances as admissible subject to the conditions laid down in Rules/Regulations and Orders of the Corporation issued from time to time governing the grant of such allowances.
2. He/ She will be on probation for a period of one year from the date of appointment which may be extended for a further period not exceeding one year at the discretion of the Appointing Authority. His/her service conditions shall be regulated as per FCI (Staff) Regulations, 1971 Rules instructions & guidelines issued thereof and as amended from time to time. During the period of probation, he/she shall be liable to be discharged from service without assigning any reason by giving a notice of 30 days or pay and allowances in lieu thereof. An employee who has satisfactorily completed his/her probation shall thereafter be confirmed.
3. His/ Her appointment is subject to the provisions of Food Corporation's Act 1964 and the Rules and Regulations framed there under & amended from time to time and also such orders and directions issued by the Corporation from time to time.
4. He/ She will be liable to serve in any part of India. Presently he/she is posted to Food Corporation of India, Telangana Region for further deployment.





37351/2023



# भारतीय खाद्य निगम/ FOOD CORPORATION OF INDIA

क्षेत्रीय कार्यालय, तृतीय तल, हाका भवन, पब्लिक गार्डन रोड, हैदराबाद- 500004  
Regional Office, 3rd Floor, HACA Bhavan, Public Garden Road, Hyderabad -500004

9. At the time of reporting for duty he/ she must furnish the following documents in original in support of his/ her candidature for verification:-

- Documents in support of his/her educational qualification, age and experience.
- Certificate from a designated authority in support of your claim of being SC/ST/OBC-Non Creamy Layer/EWS/PwBD in the prescribed proforma in case you belong to any of such category. The name of caste/tribe should be appearing in notified **Central List**.
- Relieving order and LPC from present employer, if employed.
- Service particulars/ certificate from the office in case he/ she is seeking age relaxation as a departmental candidate.
- Complete discharge certificate in support of his/her claim of belonging to Ex-Serviceman category, if applicable.

10. He/ She shall also furnish the following documents duly filled and signed at the time of reporting for duty for Verification:

- Attestation Form (Annexure I).
- Certificate of Character duly attested by District Magistrate or a Sub-Divisional Magistrate or their superior officers (Annexure II).
- Certificate of Marital status (Annexure-III).
- Medical Certificate (issued by Govt. Hospital only) from the Civil Surgeon/Medical Superintendent. (Annexure-IV).
- Declaration of Fidelity & Secrecy (Annexure - V).
- Statement of Immovable Property (Annexure VI).
- Cardex Form (Annexure VII) with self-attested photograph.
- Three latest passport size photographs (attested on reverse side).



# भारतीय खाद्य निगम/ FOOD CORPORATION OF INDIA

क्षेत्रीय कार्यालय, तृतीय तल, हाका भवन, पब्लिक गार्डन रोड, हैदराबाद- 500004  
Regional Office, 3rd Floor, HACA Bhavan, Public Garden Road, Hyderabad -500004

**He/She is advised to bring all original certificates for verification at the time of joining.**

11. He/ She will not be allowed to join duty till he/she produces all the requisite documents to the entire satisfaction of the Management and no further opportunity shall be accorded to him /her in this regard.
12. If at any stage it is found that the candidate has indulged in any malpractice during the recruitment process or has furnished any false credentials/ information, his/her candidature/appointment is liable to be cancelled/terminated without prejudice to the right of the Corporation to initiate appropriate legal proceedings against the candidate.
13. His/ Her appointment will be subject to the final outcome of various Court Cases pending on the subject before various courts.

// Issued from file No. RO TL-37.0027.0/2/2022-PERS-RO TL-Part(4)//

**Signed by N.ashok Kumar**  
**Date: 23-09-2023 13:17:45**

एन अशोक कुमार / (N. Ashok Kumar)  
सहा. महाप्रबंधक (कार्मिक) / Asst. General Manager (Pers.)  
कृते महाप्रबंधक (क्षेत्र) / For General Manager (Region)

**To**

Shri./Kum./Smt. TATA VENKATA SAI ADITYA SANDEEP,  
S/o. / D/o. TV RAMARAO,  
H.No: 2 4E 7 LIG 82,  
SECTOR 6 HILLSIDE ROAD, MVP COLONY,  
VISAKHAPATNAM DISTRICT,  
ANDHRA PRADESH- 530017,  
EMAIL:- tataadityasandeep2@gmail.com.

**Copy To:-**

1. The Manager (Pers.), FCI, RO, Hyderabad.
2. The Manager (IT), FCI, RO, Hyderabad .....with a request to upload the order in FCI Website.





# NARAYANA

EDUCATIONAL INSTITUTIONS

## APPOINTMENT LETTER.

Ref: NGS/CO/HYD/07/19-20/17/007

Date: 16-08-2019.

To  
Mr. V Ganesh

With reference to the interview you had with us we are pleased to appoint as "**High School - Academic Incharge**" at with consolidate pay of Rs.12000 and other applicable perks ,at "**Kurmannapalem Branch - Vizag Town- Andhra Pradesh State**".

Compensation as already discussed and agreed with you, is appended in the Annexure. You are required to report to **Mrs.Deepa (Principal)** - at **09:00 AM** on **17-08-2019**.

This appointment is made to you on a good faith on the basis of the information provided by you through your Profile and discussion during your interview. This offer as well as the appointment with the organization is subject to verification of your credentials. In case any of your professional or personal credentials is found to be negative or not in line with the details provided by you, your employment with the organization will become null and void.

The appointment letter entails you to join by the stipulated date. Any extension shall be approved in writing failing which, the offer will lapses on the stipulated date.

Under any circumstances if the recipient opts to leave the company, he/she should serve **Three Months as a notice period**. As per the company norms, if the notice is not served, he/she is liable to pay the company the salary of two months towards the same.

You will be on probation for a period of Six months from your date of joining. Your confirmation is subject to our evaluation of your performance.

Kindly ensure to send us your acceptance of the offer through email within 3 days from the date of issuance, failing which the offer would stand null and void.

On the day of joining bring along all the documents as mentioned in the Annexure - II

Sincerely,  
For Narayana Group of Schools.

Raja Sekhar L.  
Human Resources.



*Deepa*  
Head Master  
NARAYANA ENGLISH MEDIUM SCHOOL  
Kurmannapalem, Visakhapatnam-46



# SevenHills

Healthcare Pvt. Ltd.



**V. Ramya**

**Emp. No.: 3797**

**Dept. : Microbiology**

**Design : Technician**

**Contact : 7095770553**

**Issuing Authority**

Rockdale Layout, Visakhapatnam-530 002.

Tel : 0891-6677777

[www.sevenhillshospital.com](http://www.sevenhillshospital.com)





AXIS BANK



**Yeddu Ganesh**

Employee No: 424879

Blood Group : O+

Issuing Authority

## OFFER OF EMPLOYMENT

March 26, 2019

Dear K.Appala Naidu

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

Phone: (US) 250 082 016 PTC 104072,

4646 Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

### Hyderabad

MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), Krishi Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

**Hyderabad**

MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), KriShe Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





14-Mar-2019

### Letter of offer

Dear K.Appanna,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## OFFER OF EMPLOYMENT

March 26, 2019

Dear B.Laxmana Rao

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (314) 471-5000 / 82016 PFC104072;

4646 Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

2 New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

### Hyderabad

2 MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), Krishi Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

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Survey No. 44, Old Resavanipalem,

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<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





14-Mar-2019

### Letter of offer

Dear M.BalaRaju ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



14-Mar-2019

### Letter of offer

**Dear V.Durga Prasad Reddi ,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
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Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

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**Corporate SVP - HR**  
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C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
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L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

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**Corporate SVP - HR**  
**Head Talent Acquisition**

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  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

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2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

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Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
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<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
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4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## OFFER OF EMPLOYMENT

March 26, 2019

Dear I.Nagamani

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (713) 500-0820 / 500-0822

4646 Perrin Creek # 280, San Antonio, TX, USA- 78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

2 New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

### Hyderabad

2 MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), Krishi Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

**Hyderabad**

MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), KriShe Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





## OFFER OF EMPLOYMENT

March 26, 2019

Dear K.Kalpana

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

CIN: U73500AP2016PTC104072;

4646, Perrin Creek # 280, San Antonio, TX, USA- 78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

New Tech Mahindra Building, Phase-11,

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42/KS/701/A), Krshe Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CTN: UFT930082016PTC104072,

4646 Perrin Creek # 280, San Antonio, TX, USA-78217.

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- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





14-Mar-2019

### Letter of offer

Dear S.Maheswari ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

**Dear P.Murthy Harika ,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

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**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**1. TERMS & CONDITIONS:**

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- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

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**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

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**Corporate SVP - HR**  
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Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

## OFFER OF EMPLOYMENT

March 26, 2019

Dear P.Nagamani

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

Phone: (US) 250 508 2016 PFC 104072,

4646 Perrin Creek # 280, San Antonio, TX, USA- 78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

New Tech Mahindra Building, Phase-11,  
Survey No. 44, Old Resavanipalem,  
Setyam Junction, Visakhapatnam-500013,  
Andhra Pradesh.

### Hyderabad

MSR Block, #701 (1-89/3/B/40 to  
42/KS/701/A), Krshe Sapphire Building,  
Survey No. 88, Hi-Tech City Main Road,  
Madhapur, Hyderabad-500 081,  
Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CTN: UFT930082016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA- 78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

New Tech Mahindra Building, Phase-11,

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Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





## OFFER OF EMPLOYMENT

March 26, 2019

Dear G.Prasad Rao

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

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- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
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### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

CIN: U71900OR2016PTC104072,

4646 Perrin Creek # 280, San Antonio, TX, USA-78217.

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- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
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- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
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**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

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<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
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Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





14-Mar-2019

### Letter of offer

Dear G.Prudhvi ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

Dear K.Rama Rao ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
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City Compensatory Allowance		1,226	14,717
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Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## OFFER OF EMPLOYMENT

March 26, 2019

Dear B.Ramakrishna

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (713) 500-0820 / 2016 PTC 104077;

4646 Perrin Creek # 280, San Antonio, TX, USA- 78217.

☎ Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

2 New Tech Mahindra Building, Phase-11,  
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- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
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*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

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## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
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## OFFER OF EMPLOYMENT

March 26, 2019

Dear L.Ramau

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

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**Director – Human Resources**

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## OFFER OF EMPLOYMENT

March 26, 2019

Dear B.Sai Kumar

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

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**Karthika Tirupathi**

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14-Mar-2019

### Letter of offer

Dear V.Sai Prasanna ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



14-Mar-2019

### Letter of offer

Dear Ch.Vanaja ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
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City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
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Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## OFFER OF EMPLOYMENT

March 26, 2019

Dear S.Vinay

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (713) 500-0820 / 2016 PTC 104072,

4646 Perrin Creek # 280, San Antonio, TX, USA- 78217.

☎ Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

2 New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

### Hyderabad

2 MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), Krishi Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:
  - (i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - (ii) disobey the Company's lawful and reasonable instructions/requirements;
  - (iii) habitually neglect your duties; or gross misconduct;
  - (iv) otherwise commit a material breach of your employment terms;
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

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Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





14-Mar-2019

### Letter of offer

Dear D.ALEKHYA,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

Dear B.AMULYA,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

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- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
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  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

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- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

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- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

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Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

ANURADHA DHARASINGU

**Welcome to the DMart family!**

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in September 2019 tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

We wish ~~you~~ a long and successful career with us!

Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

---

ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_





## OFFER LETTER

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

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Andhra Pradesh

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On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

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Further details of your joining process will be communicated by our Human Resources team in due course.

---

### ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



14-Mar-2019

### Letter of offer

**Dear APPALARAMU KARRI,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

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**Adil S Nargolwala**  
**Corporate SVP - HR**  
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Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
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City Compensatory Allowance		1,226	14,717
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Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
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<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
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**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

Dear G.APPALARAJU ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

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**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

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Corporate SVP - HR  
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- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
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  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

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- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



14-Mar-2019

### Letter of offer

**Dear K.Appanna,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

**Dear BABITHARANI MAMIDI,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

BALA RAJU THADI

***Welcome to the DMart family!***

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in September 2019 tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

We wish ~~you~~ a long and successful career with us!

Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

---

ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_





## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

BANGAR RAJU JINNALA

**Welcome to the DMart family!**

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

BEGUM SHAIK

**Welcome to the DMart family!**

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

BHARATHI PALLA

**Welcome to the DMart family!**

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

BHARATHIDEVI KINTADA

***Welcome to the DMart family!***

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

BHEEMU NAIDU TOKURU

**Welcome to the DMart family!**

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

CHANDRAMANI KANTIPAKA

**Welcome to the DMart family!**

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

DAWOOD SHAIK

**Welcome to the DMart family!**

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

DHANARAJU VANKA

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

DHARANI VULLANGULA

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---

### ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



## OFFER OF EMPLOYMENT

March 26, 2019

Dear DURGADEVI KODI

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

CIN: U72900OR2016PTC104072;

4646 Perrin Creek # 280, San Antonio, TX, USA- 78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

New Tech Mahindra Building, Phase-11,  
Survey No. 44, Old Resavanipalem,  
Setyam Junction, Visakhapatnam-500013,  
Andhra Pradesh.

### Hyderabad

MSR Block, #701 (1-89/3/B/40 to  
42/KS/701/A), Krishi Sapphire Building,  
Survey No. 88, Hi-Tech City Main Road,  
Madhapur, Hyderabad-500 081,  
Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek# 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

**Hyderabad**

MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), KriShe Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
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## OFFER OF EMPLOYMENT

March 26, 2019

Dear DURGA PRASAD DUPPADA

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

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- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
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*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
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**Karthika Tirupathi**

**Director – Human Resources**

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March 26, 2019

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House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.







14-Mar-2019

### Letter of offer

**Dear KIRAN KUMAR PATTI,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

**Dear KOVVADA INDRAJA ,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

Dear LAKSHMI PYLA,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

**Dear POLAVARAPU LAVANYA,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

**Dear MAHALAKSHMI ALAGOLU,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

**Dear NANEPALLI NAGAMANI ,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
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**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

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- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

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- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

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B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

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3. Self declaration Medical Fitness form.
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  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

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2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
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Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
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<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

Dear AINAMPUDI NIHARIKA ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

Dear AINAMPUDI NIHARIKA ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
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<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

Dear PADMINI GUNTA ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





14-Mar-2019

### Letter of offer

Dear PAVAN KELLA,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
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City Compensatory Allowance		1,226	14,717
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Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**





## Offer Letter

Date : Jan 09,2019

Dear PERUMALLA PAVANI

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Tuesday, Feb 05,2019. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Tuesday, Feb 05,2019, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Unit No.102, Pentagon 2 and 404, Pentagon tower 1, Magarpatta City, Hadapsar, Pune - 411028

You will be on probation for a period of 60 days from Tuesday, Feb 05,2019. Your joining salary will be INR 200,026.00 per annum, the mentioned per annum value shall be only applicable during your probation period of 60 days or as per extension of the probation period, subject to your performance and potential for the position you have been hired for. The Company reserves the right to extend your probation period should it deem fit.

Subsequent to completion of the probation period (subject to your performance and discretion of the Company), your compensation will be revised as mentioned below (indicative ranges): -

Fixed Compensation: 4 LPA to 5 LPA depending on the city category

Variable Compensation: Upto 3 LPA

Total Annual Cost to Company: 7 LPA to 8 LPA

You are requested to join the services of the Company not later than Tuesday, Feb 05,2019, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R  
Head - Human Resources  
Think & Learn Pvt. Ltd



## Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
  - Provident Fund
  - Income tax deducted at source at the rates applicable
  - Employment/Professional taxes
  - Dues to the company including loans and advances
  - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

6. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period – Subsequent to completion of your probation period, your services may be terminated in the following manner:

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 the future. You shall, on ceasing to be the 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.

- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of 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 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, 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.

8. The detailed breakup of CTC will be shared in your appointment letter. The revised salary structure post probation will be shared in the salary revision letter.

Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

---



## OFFER OF EMPLOYMENT

March 26, 2019

Dear PREMSAI TEEGALA

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

CIN: U72900082016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

### Hyderabad

MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), Krishi Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

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## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.

#### Pro-Vigil Inc.

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Telangana.





14-Mar-2019

### Letter of offer

**Dear RAGHURAM TALABATTULA,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



## OFFER OF EMPLOYMENT

March 26, 2019

Dear RAJALAKSHMI MUGADA

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

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- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
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*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

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CTN: UFT930082016PTC104072,

4646 Perrin Creek # 280, San Antonio, TX, USA-78217.

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## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

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### TAX & COMPLIANCE:

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## OFFER OF EMPLOYMENT

March 26, 2019

Dear RAJANI KANDALA

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

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☎ (713) 500-0820 / 500-0822

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March 26, 2019

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March 26, 2019

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- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
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*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

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**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

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CIN: U72900OR2016PTC104072,

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## ANNEXURE – A SALARY BREAK UP SHEET

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Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
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ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
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ESI Employee	74.67	896.00
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Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
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## OFFER OF EMPLOYMENT

March 26, 2019

Dear RANI DANTHINADA

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

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March 26, 2019

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*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
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- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

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## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
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ESI Employee	74.67	896.00
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Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





## Offer Letter

Date : Jan 09,2019

Dear SAI DURGA KOYYURU

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Tuesday, Feb 05,2019. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Tuesday, Feb 05,2019, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Unit No.102, Pentagon 2 and 404, Pentagon tower 1, Magarpatta City, Hadapsar, Pune - 411028

You will be on probation for a period of 60 days from Tuesday, Feb 05,2019. Your joining salary will be INR 200,026.00 per annum, the mentioned per annum value shall be only applicable during your probation period of 60 days or as per extension of the probation period, subject to your performance and potential for the position you have been hired for. The Company reserves the right to extend your probation period should it deem fit.

Subsequent to completion of the probation period (subject to your performance and discretion of the Company), your compensation will be revised as mentioned below (indicative ranges): -

Fixed Compensation: 4 LPA to 5 LPA depending on the city category

Variable Compensation: Upto 3 LPA

Total Annual Cost to Company: 7 LPA to 8 LPA

You are requested to join the services of the Company not later than Tuesday, Feb 05,2019, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R  
Head - Human Resources  
Think & Learn Pvt. Ltd





## Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
  - Provident Fund
  - Income tax deducted at source at the rates applicable
  - Employment/Professional taxes
  - Dues to the company including loans and advances
  - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

6. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period – Subsequent to completion of your probation period, your services may be terminated in the following manner:

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 the future. You shall, on ceasing to be the 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.

- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of 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 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, 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.

8. The detailed breakup of CTC will be shared in your appointment letter. The revised salary structure post probation will be shared in the salary revision letter.

Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## OFFER OF EMPLOYMENT

March 26, 2019

Dear SAI KUMAR PAPPU

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

Phone: (713) 500-0820 / 677C104072;

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**Karthika Tirupathi**

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## ANNEXURE – A SALARY BREAK UP SHEET

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March 26, 2019

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- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
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**Karthika Tirupathi**

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<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.

#### Pro-Vigil

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

#### Visakhapatnam

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

#### Hyderabad

MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), Krshe Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





## Offer Letter

Date : Jan 09,2019

Dear SATHOSHKUMAR CHINA

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Tuesday, Feb 05,2019. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Tuesday, Feb 05,2019, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Unit No.102, Pentagon 2 and 404, Pentagon tower 1, Magarpatta City, Hadapsar, Pune - 411028

You will be on probation for a period of 60 days from Tuesday, Feb 05,2019. Your joining salary will be INR 200,026.00 per annum, the mentioned per annum value shall be only applicable during your probation period of 60 days or as per extension of the probation period, subject to your performance and potential for the position you have been hired for. The Company reserves the right to extend your probation period should it deem fit.

Subsequent to completion of the probation period (subject to your performance and discretion of the Company), your compensation will be revised as mentioned below (indicative ranges): -

Fixed Compensation: 4 LPA to 5 LPA depending on the city category

Variable Compensation: Upto 3 LPA

Total Annual Cost to Company: 7 LPA to 8 LPA

You are requested to join the services of the Company not later than Tuesday, Feb 05,2019, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R  
Head - Human Resources  
Think & Learn Pvt. Ltd





## Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
  - Provident Fund
  - Income tax deducted at source at the rates applicable
  - Employment/Professional taxes
  - Dues to the company including loans and advances
  - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
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You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
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- Personal Developmental Workshops and Events
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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 the future. You shall, on ceasing to be the 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.

- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of 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 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, 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.

8. The detailed breakup of CTC will be shared in your appointment letter. The revised salary structure post probation will be shared in the salary revision letter.

Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## Offer Letter

Date : Jan 09,2019

Dear SATEESH PYLA

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Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## Offer Letter

Date : Jan 09,2019

Dear SIVA CHINTHAKAYA

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

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Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## Offer Letter

Date : Jan 09,2019

Dear SURESH BORA

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Acceptance:

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The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R  
Head - Human Resources  
Think & Learn Pvt. Ltd



## Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
  - Provident Fund
  - Income tax deducted at source at the rates applicable
  - Employment/Professional taxes
  - Dues to the company including loans and advances
  - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

6. Probation – On joining the Company you shall be on probation for 60 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period – Subsequent to completion of your probation period, your services may be terminated in the following manner:

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 the future. You shall, on ceasing to be the 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.

- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of 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 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, 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.

8. The detailed breakup of CTC will be shared in your appointment letter. The revised salary structure post probation will be shared in the salary revision letter.

Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

SWINI JYOTHI POTNURU

**Welcome to the DMart family!**

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in September 2019 tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

We wish ~~you~~ a long and successful career with us!

Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

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ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_





## Offer Letter

Date : Jan 09,2019

Dear THRINADHA PALAVALSA

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Tuesday, Feb 05,2019. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Tuesday, Feb 05,2019, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Unit No.102, Pentagon 2 and 404, Pentagon tower 1, Magarpatta City, Hadapsar, Pune - 411028

You will be on probation for a period of 60 days from Tuesday, Feb 05,2019. Your joining salary will be INR 200,026.00 per annum, the mentioned per annum value shall be only applicable during your probation period of 60 days or as per extension of the probation period, subject to your performance and potential for the position you have been hired for. The Company reserves the right to extend your probation period should it deem fit.

Subsequent to completion of the probation period (subject to your performance and discretion of the Company), your compensation will be revised as mentioned below (indicative ranges): -

Fixed Compensation: 4 LPA to 5 LPA depending on the city category

Variable Compensation: Upto 3 LPA

Total Annual Cost to Company: 7 LPA to 8 LPA

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The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R  
Head - Human Resources  
Think & Learn Pvt. Ltd



## Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
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- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of 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 15 days of notice in writing or 15 days of salary in lieu of such notice.
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Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## Offer Letter

Date : Jan 09,2019

Dear UMA BOORASA

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It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

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Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

---



## Offer Letter

Date : Jan 09,2019

Dear UMA MAHEWARI YEKKALADEVI

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

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Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Unit No.102, Pentagon 2 and 404, Pentagon tower 1, Magarpatta City, Hadapsar, Pune - 411028

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Deeptha A R  
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- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of 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 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, 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.

8. The detailed breakup of CTC will be shared in your appointment letter. The revised salary structure post probation will be shared in the salary revision letter.

Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

---





## Offer Letter

Date : Jan 09,2019

Dear VASUIDEVARAO IPPILI

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is Tuesday, Feb 05,2019. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Tuesday, Feb 05,2019, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Unit No.102, Pentagon 2 and 404, Pentagon tower 1, Magarpatta City, Hadapsar, Pune - 411028

You will be on probation for a period of 60 days from Tuesday, Feb 05,2019. Your joining salary will be INR 200,026.00 per annum, the mentioned per annum value shall be only applicable during your probation period of 60 days or as per extension of the probation period, subject to your performance and potential for the position you have been hired for. The Company reserves the right to extend your probation period should it deem fit.

Subsequent to completion of the probation period (subject to your performance and discretion of the Company), your compensation will be revised as mentioned below (indicative ranges): -

Fixed Compensation: 4 LPA to 5 LPA depending on the city category

Variable Compensation: Upto 3 LPA

Total Annual Cost to Company: 7 LPA to 8 LPA

You are requested to join the services of the Company not later than Tuesday, Feb 05,2019, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R  
Head - Human Resources  
Think & Learn Pvt. Ltd





## Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
  - Provident Fund
  - Income tax deducted at source at the rates applicable
  - Employment/Professional taxes
  - Dues to the company including loans and advances
  - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

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- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of 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 15 days of notice in writing or 15 days of salary in lieu of such notice.
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8. The detailed breakup of CTC will be shared in your appointment letter. The revised salary structure post probation will be shared in the salary revision letter.

Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## Offer Letter

Date : Jan 09,2019

Dear VEERAJANKI THOTA

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales(A)** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

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Designation	Business Development Associate - Inside Sales
Department	Inside Sales(A)
Employment Type	Regular
Work Location	TLPL, Unit No.102, Pentagon 2 and 404, Pentagon tower 1, Magarpatta City, Hadapsar, Pune - 411028

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The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

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Head - Human Resources  
Think & Learn Pvt. Ltd





## Terms & Conditions

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Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## Offer Letter

Date : Jan 09,2019

Dear VIJAYABHAVANI CH

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

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Think & Learn Pvt. Ltd



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Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## Offer Letter

Date : Jan 09,2019

Dear VIMALA KUMARI GEDDADA

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Best Regards,



Deeptha A R  
Head – Human Resources  
Think & Learn Pvt. Ltd



Acceptance:

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## OFFER OF EMPLOYMENT

March 26, 2019

Dear K.Appala Naidu

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

Phone: (US) 250 082 016 PTC 104072,

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- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

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## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.

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14-Mar-2019

### Letter of offer

Dear K.Appanna,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
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Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

## OFFER OF EMPLOYMENT

March 26, 2019

Dear B.Laxmana Rao

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

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- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

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<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.

#### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA- 78217.

Vitag: +918912709199, Hyd: +914023359199

#### Visakhapatnam

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

#### Hyderabad

MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), Krshe Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





14-Mar-2019

### Letter of offer

Dear M.BalaRaju ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



14-Mar-2019

### Letter of offer

**Dear V.Durga Prasad Reddi ,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
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  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

## OFFER OF EMPLOYMENT

March 26, 2019

Dear I.Nagamani

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (713) 500-0820 / 677C104072

4646 Perrin Creek # 280, San Antonio, TX, USA- 78217.

☎ +918912709199, Hyd: +914023359199

### Visakhapatnam

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Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

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☎ (91) 072530082016PTC104072;

4646, Perrin Creek# 280, San Antonio, TX, USA-78217.

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Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





## OFFER OF EMPLOYMENT

March 26, 2019

Dear K.Kalpana

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
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**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

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14-Mar-2019

### Letter of offer

Dear S.Maheswari ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



14-Mar-2019

### Letter of offer

**Dear P.Murthy Harika ,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



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  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

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1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
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City Compensatory Allowance		1,226	14,717
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Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
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<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
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4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

## OFFER OF EMPLOYMENT

March 26, 2019

Dear P.Nagamani

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (713) 505-0820 / 2016 PTC 104072,

4646 Perrin Creek # 280, San Antonio, TX, USA- 78217.

☎ Vtag: +918912709199, Hyd: +914023359199

### Visakhapatnam

• New Tech Mahindra Building, Phase-11,  
Survey No. 44, Old Resavanipalem,  
Setyam Junction, Visakhapatnam-500013,  
Andhra Pradesh.

### Hyderabad

• MSR Block, #701 (1-89/3/B/40 to  
42/KS/701/A), Krshe Sapphire Building,  
Survey No. 88, Hi-Tech City Main Road,  
Madhapur, Hyderabad-500 081,  
Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

**Hyderabad**

MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), KriShe Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





## OFFER OF EMPLOYMENT

March 26, 2019

Dear G.Prasad Rao

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

CIN: U71900OR2016PTC104072,

4646 Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

New Tech Mahindra Building, Phase-11,  
Survey No. 44, Old Resavanipalem,  
Setyam Junction, Visakhapatnam-500013,  
Andhra Pradesh.

### Hyderabad

MSR Block, #701 (1-89/3/B/40 to  
42/KS/701/A), Krishi Sapphire Building,  
Survey No. 88, Hi-Tech City Main Road,  
Madhapur, Hyderabad-500 081,  
Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:
  - (i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - (ii) disobey the Company's lawful and reasonable instructions/requirements;
  - (iii) habitually neglect your duties; or gross misconduct;
  - (iv) otherwise commit a material breach of your employment terms;
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

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Andhra Pradesh.

**Hyderabad**

MSR Block, #701 (1-89/3/B/40 to

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Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.

#### Pro-Vigil

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900DP2016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA- 78217.

Vitag: +918912709199, Hyd: +914023359199

#### Visakhapatnam

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Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





14-Mar-2019

### Letter of offer

Dear G.Prudhvi ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediciam Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



14-Mar-2019

### Letter of offer

Dear K.Rama Rao ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

## OFFER OF EMPLOYMENT

March 26, 2019

Dear B.Ramakrishna

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (713) 500-0820 / 2016 PTC 104077;

4646 Perrin Creek # 280, San Antonio, TX, USA- 78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

2 New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

### Hyderabad

2 MSR Block, #701 (1-89/3/B/40 to

42/KS/701/A), Krshe Sapphire Building,

Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CTN: UFT930082016PTC104072,

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

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## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





## OFFER OF EMPLOYMENT

March 26, 2019

Dear L.Ramau

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
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## OFFER OF EMPLOYMENT

March 26, 2019

Dear B.Sai Kumar

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- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (713) 250-0082 / 2016 PTC 104072;

4646 Perrin Creek # 280, San Antonio, TX, USA-78217.

☎ Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

2 New Tech Mahindra Building, Phase-11,  
Survey No. 44, Old Resavanipalem,  
Setyam Junction, Visakhapatnam-500013,  
Andhra Pradesh.

### Hyderabad

2 MSR Block, #701 (1-89/3/B/40 to  
42/KS/701/A), KriShe Sapphire Building,  
Survey No. 88, Hi-Tech City Main Road,  
Madhapur, Hyderabad-500 081,  
Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:  
*(i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;*  
*(ii) disobey the Company's lawful and reasonable instructions/requirements;*  
*(iii) habitually neglect your duties; or gross misconduct;*  
*(iv) otherwise commit a material breach of your employment terms;*
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

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Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.

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Telangana.





14-Mar-2019

### Letter of offer

Dear V.Sai Prasanna ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
  - i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs/ guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Mediclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



14-Mar-2019

### Letter of offer

Dear Ch.Vanaja ,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Operations (JC3087)** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub (VIZAG2)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Associate - Operations (JC3087)**.

**Compensation:** Your Total Gross Pay will be **INR 2,35,183 (Indian Rupees Two Lakh, Thirty Five Thousand, One Hundred And Eighty Three Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **14-Mar-2019**.

**Place of work:** Your initial place of work will be **Vizag - Tech Hub (VIZAG2)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

Accepted and Agreed

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition



**1. TERMS & CONDITIONS:**

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
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- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
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  - j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



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- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## **2. OTHER CONDITIONS:**

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- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Yours faithfully,

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF :</b> (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

**For WNS Business Consulting Services Pvt. Ltd.**

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**



Annexure II			
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,838	82,053
House Rent Allowance		3,419	41,027
City Compensatory Allowance		1,226	14,717
<b>Sub Total - I</b>	<b>A</b>	<b>11,483</b>	<b>1,37,797</b>
Bonus / Incentive (4)	(a)	2,296	27,557
Company's contribution to Provident Fund (1)		968	11,612
Company's contribution to ESI (3)		448	5,374
<b>Sub Total - II</b>	<b>B</b>	<b>3,712</b>	<b>44,543</b>
<b>Total Fixed Pay</b>	<b>C = A + B</b>	<b>15,195</b>	<b>1,82,340</b>
Bonus / Incentive at Maximum Level (4)	(b)	6,700	80,400
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	<b>15,195</b>	<b>1,82,340</b>
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	<b>19,599</b>	<b>2,35,183</b>
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages, in such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2) The Company provides following discretionary insurance benefits: a) Medisclaim Benefit: For Self or Family floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Business Consulting Services Pvt. Ltd.

*Adil Nargolwala*

**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

## OFFER OF EMPLOYMENT

March 26, 2019

Dear S.Vinay

**Re: Offer of Employment with Virtual Guard Services (VGS) and Pro-Vigil Inc.**

On behalf of Virtual Guard Services, I am pleased to offer you the position of "Monitoring Trainee", reporting to the Senior Manager – Monitoring subject to the terms and contingencies set forth below. The position is based out of VGS Office, Visakhapatnam and your start date shall be Wednesday **March 15, 2019**, beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. Your designation through out the initial probation period of three months would be "Monitoring Trainee" and after successful completion of probation will be "Monitoring Executive".

Your Total Cost To Company (CTC) during three months' probation period will be **INR 1,04,880/-** and after successful completion of probation period will be **INR 131,100 /-** (Annual Salary of Rupees One Lakh Thirty One Thousand One Hundred Only) which will be paid monthly and is subject to a periodic review after one year of service and will fall under regular appraisal cycle. As a regular full-time employee, you will be eligible for various benefits offered to Full Time Employees (FTE) in accordance with the terms of VGS's policies and benefit plans. Among other things, these benefits currently include **Group Health Insurance, Group Personal Accident Insurance, Group Term Life Insurance, Paid Holidays and Gratuity Benefit**. The eligibility requirements and other information regarding these benefits are set forth in more detailed documents that are available from VGS Appointment Letter. We encourage you to consult a tax professional for information regarding all income tax reporting requirements related to the compensation and benefits discussed above.

- You are being offered employment at VGS, based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as a future employee of VGS, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to the operations, products and services of VGS and its clients, you need to maintain strong confidentiality and integrity.
- We look forward to an early acceptance of this offer. This offer will remain open for 2 (two) business days following your receipt of this letter and is contingent upon your start date of **Wednesday 15 March 2019**. This offer is contingent upon Resignation Acceptance in your Current Company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
- Your probationary period will be three (3) months from your date of joining and the Company reserves the right to extend the probationary period at its sole discretion. At the end of the period of probation or any extension thereof, employment may be terminated at any time, if company's performance standards are not met. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

### Pro-Vigil Inc.

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd.,

☎ (91) 97200082016PTC104072;

4646, Perrin Creek # 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

### Visakhapatnam

2 New Tech Mahindra Building, Phase-11,  
Survey No. 44, Old Resavanipalem,  
Setyam Junction, Visakhapatnam-500013,  
Andhra Pradesh.

### Hyderabad

2 MSR Block, #701 (1-89/3/B/40 to  
42/KS/701/A), Krishi Sapphire Building,  
Survey No. 88, Hi-Tech City Main Road,  
Madhapur, Hyderabad-500 081,  
Telangana.





- You will be entitled to annual leave of 24 days (18 PL+ 6 SL) in a Financial Year calculated at Pro-rata basis, to be applied and taken in accordance with applicable law and VGS's internal policies that are in force and amended from time to time. VGS encourages you to use your annual leave entitlement for each calendar year in that calendar year. Such leaves are accrued on pro-rata basis in employee leave balance account, from time to time.
- To protect the interests of both VGS and its clients, all employees are required to read and sign the Code of Conduct, Confidential Information, Intellectual Property Undertaking, Declaration of Secrecy, Unauthorized Software Declaration, Internet & Email Acceptable Usage – Terms and Conditions as a condition of employment with VGS. These Agreements will be provided for your review on your Date of Joining; you will be required to sign them on your first day of employment.
- To protect the interests of both VGS and its clients, all FTEs will be required to give a minimum of 60 days' notice on resignation. This enables smooth transition, transfer of technology and paves way for Employee Exit from VGS. The actual date of release will be mutually decided with the consent of the concerned Manager, Head of the Department and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the 60 (Sixty) day period. This minimum notice of 60 days cannot be adjusted with payment in lieu of notice period and can't be adjusted against the Employee Annual Leaves. VGS reserves complete authority to recover/waive-off Notice Period, in the cases of Notice Period shortfall. VGS holds the power to terminate at any time without notice or compensation if you:
  - (i) are guilty of fraud, dishonesty or misconduct which is inconsistent with the due and faithful discharge of your duties;
  - (ii) disobey the Company's lawful and reasonable instructions/requirements;
  - (iii) habitually neglect your duties; or gross misconduct;
  - (iv) otherwise commit a material breach of your employment terms;
- VGS has strict policies for conflicts of interest, Non-Disclosure and Non-Competition. It will be your responsibility to educate yourself regarding VGS's employment policies and to ensure you are in full compliance. If you have any questions about any of the VGS's policies, please contact Human Resources.
- Please arrive at 1:00 PM on your first day of employment for a tour of the office and for your new hire orientation. For VGS to comply with the Indian labour law, your employment with VGS is contingent on your eligibility to work in India as a Citizen of in India. Accordingly, please bring appropriate documents for verification of your eligibility to work in India on your first day.
- Your Total Cost of Company is detailed in Annexure – A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit. Your formal appointment letter will be issued to you within a week of your joining.

**We welcome you to VGS Family. We congratulate you and wish you a long and successful career with us.**

**Yours Sincerely,**

**For Virtual Guard Services Private Limited**



**Karthika Tirupathi**

**Director – Human Resources**

**Pro-Vigil**

Most Intelligent Video Surveillance

Virtual Guard Services Pvt Ltd,

CIN: U72900OR2016PTC104072,

4646, Perrin Creek# 280, San Antonio, TX, USA-78217.

Vitag: +918912709199, Hyd: +914023359199

**Visakhapatnam**

New Tech Mahindra Building, Phase-11,

Survey No. 44, Old Resavanipalem,

Setyam Junction, Visakhapatnam-500013,

Andhra Pradesh.

**Hyderabad**

MSR Block, #701 (1-89/3/B/40 to

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Survey No. 88, Hi-Tech City Main Road,

Madhapur, Hyderabad-500 081,

Telangana.





## ANNEXURE – A SALARY BREAK UP SHEET

TOTAL FIXED COMPENSATION		131,100.00
COMPONENTS	Monthly	Annual
Basic (50%)	5,462.50	65,550.00
House Rent Allowance (40% OF Basic)	2,185.00	26,220.00
Special Allowance	2,298.75	27,585.00
<b>Gross Salary</b>	<b>9,946.25</b>	<b>119,355.00</b>
Employer PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employer	323.33	3,880.00
<b>COST TO COMPANY (FIXED)</b>	<b>10,925.08</b>	<b>131,101.00</b>
DEDUCTIONS		
Employer PF Contribution (12% to Basic)	655.50	7,866.00
Employee PF Contribution (12% to Basic)	655.50	7,866.00
ESI Employee	74.67	896.00
ESI Employer	323.33	3,880.00
Professional Tax	200.00	2,400.00
TDS (As Applicable)	0.00	0.00
Total Deductions	1,909.00	22,908.00
<b>Net Take Home</b>	<b>9,016.08</b>	<b>108,193.00</b>
<b>ANNUAL COST TO COMPANY (CTC): ONE LAKH THIRTY ONE THOUSAND ONE HUNDRED ONLY</b>		

### BENEFITS:

- Gratuity will be payable as per Gratuity Act of India. Employee must complete 5 years of consistent service with VGS, to be eligible for Gratuity Payment on Full & Final Settlement.
- Group Health Insurance, Group Term Life Insurance and Group Accident Insurance for the employee will be taken as per Company policy and the premium will be paid directly to the Insurance Companies.

### TAX & COMPLIANCE:

- All amounts above are pre-tax amount and will be taxable in accordance with the taxation laws in India. All allowances will be paid in accordance with applicable taxation laws. For allowances requiring reimbursements as non-taxable components, you will need to submit receipts/bills, otherwise they will be treated as taxable components.
- The Net Take Home is subject to statutory deductions such as PF, ESI, PT, & TDS as per Government of India Norms. VGS reserves all the rights to change the compensation structure as per Industry Standards, Employee Value Proposition and Company Profits. Any change in Government regulations will impact the statutory deductions like PF & ESI.





## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

A. Kumari

### ***Welcome to the DMart family!***

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in September 2019 tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

We wish ~~you~~ a long and successful career with us!

Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

---

### ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_





## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

A.Lakshmi

**Welcome to the DMart family!**

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ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_





## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

B. Anandha Rao

**Welcome to the DMart family!**

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ACKNOWLEDGEMENT & ACCEPTANCE

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

B.Gowthami

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

G.Sudhakar Rao

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

M.Prasanth

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

P.Aruna

**Welcome to the DMart family!**

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

S.Srinivasa Rao

**Welcome to the DMart family!**

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

T.Anitha

**Welcome to the DMart family!**

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## OFFER LETTER

Dr. V. S. Krishna Govt. Degree College

Date: 23<sup>rd</sup> Aug 19

Andhra Pradesh

K. Tejaswini

### ***Welcome to the DMart family!***

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3 Lakhs\*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in September 2019 tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

We wish ~~you~~ a long and successful career with us!

Human Resources  
Avenue Supermarts Ltd. (D-Mart)

\* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

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### ACKNOWLEDGEMENT & ACCEPTANCE

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_



**Name : Danayya Keelu**  
**Emp.Code : 40020900**  
**Department : Quality Assurance**  
**Contact no : 8179118036**  
**Blood Group : A+**  
**Emergency Contact : 8499072226**



**LUPIN**





BOARD OF INTERMEDIATE EDUCATION : A.P. TADEPALLI, GUNTUR  
APPOINTMENT ORDER

Sri/Smt. **MADABATHULA RUDHRA KUMAR** Jr.Lecturer/Lecturer in **CHEMISTRY**

District **VISAKHAPATNAM**

is appointed as Practical Examiner for I.P.E. **March-2024** at the centers shown below subject to the terms and conditions stated overleaf. Non-acceptance will entail action against the Examiner under section 10 A.P. Public Examinations (prevention of Malpractices & Unfair means) Act No. 25 of 1997.

Examination Centres

1. **02410 SASI JUNIOR COLLEGE,6-97 OPP PYDA ENG  
COLLEGE,OPP PYDA ENGINEERING COLLEGE  
ANANDAPURAM,VISAKHAPATNAM**

Date Of Examination

**14/02/2024**

To

Sri/Smt **MADABATHULA RUDHRA KUMAR**

Examiner Uid No. **201520476**

College Code: **02032 SRI CHAITANYA JUNIOR COLLEGE**



Controller of Examinations



INSTRUCTIONS TO VALUATION PERSONNEL

**PRINCIPAL**  
**SRI CHAITANYA JUNIOR COLLEGE**  
**VISAKHAPATNAM**



**LAURUS Labs**

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**SimhaPrasad Gede**  
**Quality Assurance**  
**Emp No.: 10041**

● **A+ve**

  
Issuing Authority

**Laurus Labs Limited**

**Plot No. 102 & 103, Ramky Pharma City India Limited SEZ**

**Parawada, Visakhapatnam-531019**

**Andhra Pradesh, India. Phone: +91 891 3076800**



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/056

Dear **K. Sowjanya**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

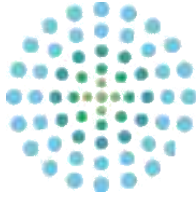
#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.15,000/-p.m** (Rupees Fifteen Thousand) from the date of your reporting to the school / assigned place.

You will be provided free accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable.

You can also enhance your earning by **EMPLOYEE BENEFIT PROGRAM**.





I | C | E |

Teach and Touch lives...

## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

1. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
2. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
3. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

If you choose to accept this offer, please send a confirmation mail to [ice.andhra@gmail.com](mailto:ice.andhra@gmail.com) by May 28<sup>th</sup>.

The entire team at I.C.E is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of the organization.

Note:- For any further clarifications please write a mail [ice.andhra@gmail.com](mailto:ice.andhra@gmail.com)

With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/057

Dear **S. Dakshayani**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

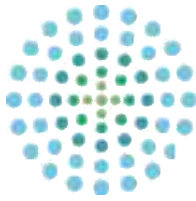
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.15,000/-p.m** (Rupees Fifteen Thousand) from the date of your reporting to the school / assigned place.

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

4. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
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With Best Wishes

**K V Sandeep Reddy**  
Director





## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/058

Dear **A. Sravani**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

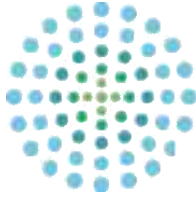
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.15,000/-p.m** (Rupees Fifteen Thousand) from the date of your reporting to the school / assigned place.

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

7. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
8. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
9. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/059

Dear **P. Murali Krishna**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

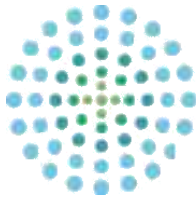
#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.15,000/-p.m** (Rupees Fifteen Thousand) from the date of your reporting to the school / assigned place.

You will be provided free accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable.

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

10. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
11. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
12. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

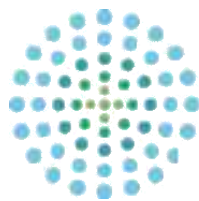
If you choose to accept this offer, please send a confirmation mail to [ice.andhra@gmail.com](mailto:ice.andhra@gmail.com) by May 28<sup>th</sup>.

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/060

Dear **S. Sreenu**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

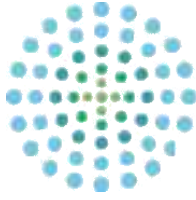
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.15,000/-p.m** (Rupees Fifteen Thousand) from the date of your reporting to the school / assigned place.

You will be provided free accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable.

You can also enhance your earning by **EMPLOYEE BENEFIT PROGRAM**.



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

13. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
14. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
15. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director





## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/061

Dear **S. Chandra Shekar**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

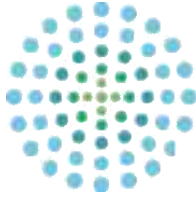
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

#### **b) Financial Growth:**

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

16. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
17. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
18. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

If you choose to accept this offer, please send a confirmation mail to [ice.andhra@gmail.com](mailto:ice.andhra@gmail.com) by May 28<sup>th</sup>.

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/062

Dear **T. Ramya**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

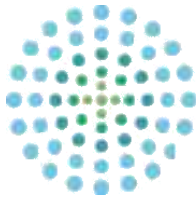
#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.15,000/-p.m** (Rupees Fifteen Thousand) from the date of your reporting to the school / assigned place.

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

19. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
20. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
21. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/063

Dear **N. Sree Devi**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

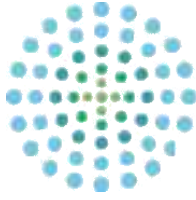
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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

22. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
23. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
24. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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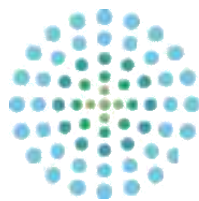
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With Best Wishes

**K V Sandeep Reddy**  
Director





## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/064

Dear **S. Ramesh**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

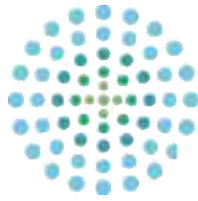
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

25. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
26. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
27. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/065

Dear **K. Sandhya**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

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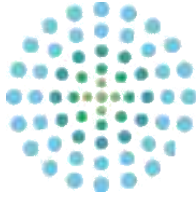
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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

28. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
29. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
30. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

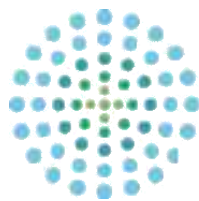
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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/066

Dear **K. Jyothi Raju**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

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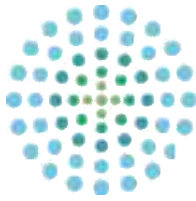
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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

31. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
32. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
33. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

If you choose to accept this offer, please send a confirmation mail to [ice.andhra@gmail.com](mailto:ice.andhra@gmail.com) by May 28<sup>th</sup>.

The entire team at I.C.E is looking forward to working with you and we are confident you will be able to make a significant contribution to the success of the organization.

Note:- For any further clarifications please write a mail [ice.andhra@gmail.com](mailto:ice.andhra@gmail.com)

With Best Wishes

**K V Sandeep Reddy**  
Director





## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/067

Dear **K. Triveni**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

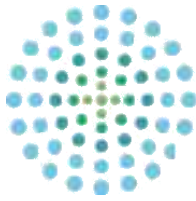
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.15,000/-p.m** (Rupees Fifteen Thousand) from the date of your reporting to the school / assigned place.

You will be provided free accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable.

You can also enhance your earning by **EMPLOYEE BENEFIT PROGRAM**.



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

34. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
35. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
36. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

---

### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/068

Dear **S. Nanaji**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

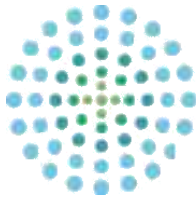
#### **b) Financial Growth:**

You will be paid a professional fee of **Rs.15,000/-p.m** (Rupees Fifteen Thousand) from the date of your reporting to the school / assigned place.

You will be provided free accommodation at your place of posting from the date you report for your assignment, after your preliminary training and travelling allowance wherever applicable.

You can also enhance your earning by **EMPLOYEE BENEFIT PROGRAM**.





## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

37. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
38. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
39. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/069

Dear **D. Savithri**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

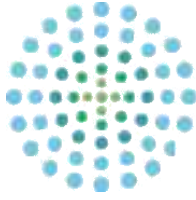
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

40. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
41. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
42. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director





## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/070

Dear **T. Swaraj**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

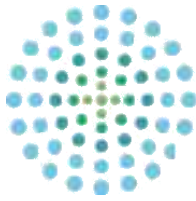
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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

43. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
44. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
45. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

---

### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/071

Dear **E. Lavanya**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

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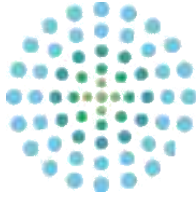
#### **b) Financial Growth:**

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

46. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
47. You should also submit your 10<sup>th</sup> standard original mark sheet to us at the start of the preliminary training.
48. If you discontinue your assignment without mandatory notice (2 Months) you will be required to pay Rs.40,000/-

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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/072

Dear **D. Kalpana**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

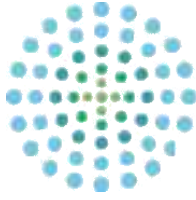
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

49. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
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With Best Wishes

**K V Sandeep Reddy**  
Director





## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/073

Dear **T. Kanchana**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

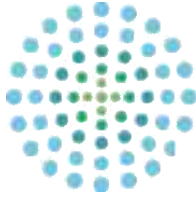
You will be required to attend a preliminary training for a month at Head Office. During the training, accommodation will be provided free. You will have to make your own arrangements for food etc.

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

52. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/074

Dear **A. Mani**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

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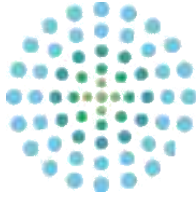
#### **b) Financial Growth:**

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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

55. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
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With Best Wishes

**K V Sandeep Reddy**  
Director



## INSTITUTE OF COMMUNICATIVE ENGLISH

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### OFFER LETTER

Date: 16/03/2019

Offer Code: ICE/2019-20/075

Dear **B. Satyanarayana**

Congratulations!!!

We are pleased to offer you employment at **Institute of Communicative English - (I.C.E)** as a **Professional Communicative English Faculty**. We feel that your skills will be valuable assets to our team. While welcoming you to be a part of I.C.E, we request you to go through and understand the terms and conditions.

#### **a) Preliminary Training:**

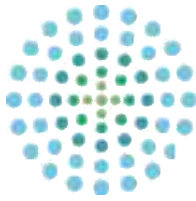
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## INSTITUTE OF COMMUNICATIVE ENGLISH

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### Our Requirements

58. During the preliminary training you will be required to sign an Assignment Agreement to work as a Professional Communicative English Faculty with us for at least one academic year (9 months).
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With Best Wishes

**K V Sandeep Reddy**  
Director





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms K. GINYANESWARI DEVI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

- 1) Designation : Sales Executive
- 2) Salary : Rs. 8000 per month
- 3) Others : Commission on 1 plot can be sold  
Basic Salary 10,000Rs/- + Commission 14,000 Rs/-  
(Per 267 Sq.Yards) + Conveyance 12 Lts petrol
- 4) Holidays : Every month first Tuesday and holidays for all the national and important festivals.
- 5) Documentation : (A) 3 passport size photographs  
(B) A copy of SSC marks list  
(C) PAN Card  
(D) Blood group certificate  
(E) Aadhar Card

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8300005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/MS E. BHARATHI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019 Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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(D) Blood group certificate  
(E) Aadhar Card

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Visakhapatnam  
Cell : +91 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/MS B. ASWINI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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(C) PAN Card  
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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : 91 8500005569, 9666723356





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/MS B. AGWINI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms S.CHINNA THALLI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019 Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : 91 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms S. RAMBHA

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory

Cell : +91 8500005569 9666723356





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms R. BHARGAVI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms D. JYOTHI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 30/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

- 1) Designation : Sales Executive
- 2) Salary : Rs. 8000 per month
- 3) Others : Commission on 1plot can be sold  
Basic Salary 10,000Rs/- + Commission 14,000 Rs/-  
(Per 267 Sq.Yards) + Connivance 12 Lts petrol
- 4) Holidays : Every month first Tuesday and holidays for all the national and important festivals.
- 5) Documentation : (A) 3 passport size photographs  
(B) A copy of SSC marks list  
(C) PAN Card  
(D) Blood group certificate  
(E) Aadhar Card

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory

Cell : +91 8500005569, 9666723356



## APPOINTMENT LETTER

Dear Mr/ Ms CH PUSHPA

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

- 1) Designation : Sales Executive
- 2) Salary : Rs. 8000 per month
- 3) Others : Commission on 1 plot can be sold  
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(C) PAN Card  
(D) Blood group certificate  
(E) Aadhar Card

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : 91 8900005569 9666723356





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr./MS. R. REVATHI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 30/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

- |                  |   |  |
|------------------|---|--|
| 1) Designation   | : | Sales Executive  |
| 2) Salary        | : | Rs. 8000 per month   |
| 3) Others        | : | Commission on 1plot can be sold<br>Basic Salary 10,000Rs/- + Commission 14,000 Rs/-<br>(Per 267 Sq.Yards) + Connivance 12 Lts petrol |
| 4) Holidays      | : | Every month first Tuesday and holidays for all the<br>national and important festivals.  |
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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  


Cell : +91 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms K.J.EELAVATHI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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- 2) Salary : Rs. 8000 per month
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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr./Ms M. ROJA KUMARI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8500005569, 9666723356





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms GH. G.M. LAKSHMI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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(E) Aadhar Card

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms I. MOUNIKA

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

- 1) Designation : Sales Executive
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(C) PAN Card  
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(E) Aadhar Card

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms K. SWATHI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 30/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8500005569, 9666723356





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms M. S. KUMARI

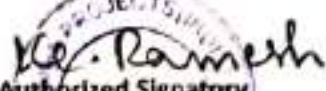
Date 30/12/2018

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(C) PAN Card  
(D) Blood group certificate  
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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms S. APARNA KUMARI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 30/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

- |                  |   |   |
|------------------|---|---|
| 1) Designation   | : | Sales Executive   |
| 2) Salary        | : | Rs. 8000 per month  |
| 3) Others        | : | Commission on 1plot can be sold<br>Basic Salary 10,000Rs/- + Commission 14,000 Rs/-<br>(Per 267 Sq.Yards) + Convnance 12 Lts petrol |
| 4) Holidays      | : | Every month first Tuesday and holidays for all the<br>national and important festivals.   |
| 5) Documentation | : | (A) 3 passport size photographs<br>(B) A copy of SSC marks list<br>(C) PAN Card<br>(D) Blood group certificate<br>(E) Aadhar Card   |

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8500005569, 9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms Y. RAMA DEVI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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(D) Blood group certificate  
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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory

Cell: +91 8500005569, 9666723356





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms G. BHAVANI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 30/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

- |                  |   |  |
|------------------|---|--|
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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory

Cell : 491 830005569, 9666723356





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/MS K. RAVALI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019 Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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(D) Blood group certificate  
(E) Aadhar Card

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory

Cell : +91 8500005569,9666723356



**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/Ms K. JYOTHI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 30/01/2019. Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  


Cell : +91 8500005569, 9666723356





**SUBHAGRUHA**  
PROJECTS (INDIA) PVT. LTD.

## APPOINTMENT LETTER

Dear Mr/ MS S. BHARGAVI

Date 30/12/2018

Sub : Appointment Letter

We are pleased to inform you that you are selected as sales executive in our organization and you have to report the office on 20/01/2019 Please note that your appointment is as per the terms mentioned hereunder. You have to bring the following documents on joining date.

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(B) A copy of SSC marks list  
(C) PAN Card  
(D) Blood group certificate  
(E) Aadhar Card

FOR SUBHA GRUHA PROJECTS PRIVATE LIMITED

  
Authorized Signatory  
Cell : +91 8500005669/9666723356



22-Feb-2019

To,  
**A.Sravani**  
12-56/2, Murali Nagar,  
Visakhapatnam-530007.  
Phone: 9177489471

## Offer Letter

Dear Ms. **A.Sravani**,

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

Please share the scanned copy of below documents to issue appointment letter

1. Date of birth proof
2. Educational certificates (10th, 12th & Graduation Certificates)
3. PAN Card Copy
4. Aadhar Card Copy
5. Cancelled cheque
6. Address Proof (Both permanent & Temporary)
7. Experience letter / Relieving Letter and three month's salary slips.

**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

**Rajesh**  
**Human Resources**

---

## IDA AUTOMATION PRIVATE LIMITED

706, RNS Shanti Nivas, Tumkur Road, Yeshwanthpur, **Bengaluru**, Karnataka 560022  
192, 1st Floor, Sri Sathya Arcade, Service Road, Mahalaxmipuram, **Bengaluru**, Karnataka 560086  
1st Floor, Tech Mahindra Building 2, Satyam Junction, **Visakhapatnam**, Andhra Pradesh-530013  
2/273/3, 1st and 2nd Floor, Avalapalli Main Road, Basthi, **Hosur**, Krishnagiri Dist, Tamilnadu - 635109  
www.idanalytics.co.in Email : info@idanalytics.co.in CIN: U74999KA2016PTC095612

### Annexure

PARTICULARS	Monthly	Per Annum
BASIC	10,000	1,20,000
SPECIAL ALLOWANCE	792	9,504
<b>GROSS</b>	<b>10,792</b>	<b>129,504</b>
<b>DEDUCTIONS</b>		
PROVIDENT FUND	1,200	14,400
EMPLOYEE STATE INSURANCE	81	972
<b>Total Deductions</b>	<b>1,281</b>	<b>15,372</b>
<b>NET PAY</b>	<b>9,511</b>	<b>114,132</b>
<b>EMPLOYER CONTRIBUTIONS</b>		
PROVIDENT FUND	1,200	14,400
ESI	351	4,212
<b>TOTAL COST TO COMPANY</b>	<b>12,343</b>	<b>148,116</b>

## IDA AUTOMATION PRIVATE LIMITED

706, RNS Shanti Nivas, Tumkur Road, Yeshwanthpur, **Bengaluru**, Karnataka 560022  
 192, 1st Floor, Sri Sathya Arcade, Service Road, Mahalaxmipuram, **Bengaluru**, Karnataka 560086  
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[www.idanalytics.co.in](http://www.idanalytics.co.in) Email : [info@idanalytics.co.in](mailto:info@idanalytics.co.in) CIN: U74999KA2016PTC095612





22-Feb-2019

To,  
E.Swathi  
Flat 302, Sri Gowri vaistanavi nivas,  
Saradanagar  
Visakhapatnam-530045.  
Phone: 9177695361

## Offer Letter

Dear Ms. **E.Swathi**,

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

Please share the scanned copy of below documents to issue appointment letter

1. Date of birth proof
2. Educational certificates (10th, 12th& Graduation Certificates)
3. PAN Card Copy
4. Aadhar Card Copy
5. Cancelled cheque
6. Address Proof (Both permanent & Temporary)
7. Experience letter /Relieving Letter and three month's salary slips.

**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

**Rajesh**  
**Human Resources**

---

## IDA AUTOMATION PRIVATE LIMITED

📍 706, RNS Shanti Nivas, Tumkur Road, Yeshwanthpur, **Bengaluru**, Karnataka 560022  
📍 192, 1st Floor, Sri Sathya Arcade, Service Road, Mahalaxmipuram, **Bengaluru**, Karnataka 560086  
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📍 2/273/3, 1st and 2nd Floor, Avalapalli Main Road, Basthi, **Hosur**, Krishnagiri Dist, Tamilnadu - 635109  
www.idanalytics.co.in Email : info@idanalytics.co.in CIN: U74999KA2016PTC095612

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<b>EMPLOYER CONTRIBUTIONS</b>		
PROVIDENT FUND	1,200	14,400
ESI	351	4,212
<b>TOTAL COST TO COMPANY</b>	<b>12,343</b>	<b>148,116</b>

## IDA AUTOMATION PRIVATE LIMITED

706, RNS Shanti Nivas, Tumkur Road, Yeshwanthpur, **Bengaluru**, Karnataka 560022  
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[www.idanalytics.co.in](http://www.idanalytics.co.in) Email : [info@idanalytics.co.in](mailto:info@idanalytics.co.in) CIN: U74999KA2016PTC095612



22-Feb-2019

To,  
P.NEELIMA,  
Kancharapalem,  
Visakhapatnam-530008.  
Phone: 9951325643

## Offer Letter

Dear Ms. **P.Neelima**

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

Please share the scanned copy of below documents to issue appointment letter

1. Date of birth proof
2. Educational certificates (10th, 12th & Graduation Certificates)
3. PAN Card Copy
4. Aadhar Card Copy
5. Cancelled cheque
6. Address Proof (Both permanent & Temporary)
7. Experience letter /Relieving Letter and three month's salary slips.

**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

**Rajesh**  
**Human Resources**

---

## IDA AUTOMATION PRIVATE LIMITED

706, RNS Shanti Nivas, Tumkur Road, Yeshwanthpur, **Bengaluru**, Karnataka 560022  
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### Annexure

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<b>EMPLOYER CONTRIBUTIONS</b>		
PROVIDENT FUND	1,200	14,400
ESI	351	4,212
<b>TOTAL COST TO COMPANY</b>	<b>12,343</b>	<b>148,116</b>

## IDA AUTOMATION PRIVATE LIMITED

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[www.idanalytics.co.in](http://www.idanalytics.co.in) Email : [info@idanalytics.co.in](mailto:info@idanalytics.co.in) CIN: U74999KA2016PTC095612



22-Feb-2019

To,  
J.USHA,  
Sabbavaram,  
Visakhapatnam-531035.  
Phone: 8179144020

## Offer Letter

Dear Ms. J.USHA

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

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**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

**Rajesh**  
**Human Resources**

---

## IDA AUTOMATION PRIVATE LIMITED

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2/273/3, 1st and 2nd Floor, Avalapalli Main Road, Basthi, **Hosur**, Krishnagiri Dist, Tamilnadu - 635109  
www.idanalytics.co.in Email : info@idanalytics.co.in CIN: U74999KA2016PTC095612

### Annexure

PARTICULARS	Monthly	Per Annum
BASIC	10,000	1,20,000
SPECIAL ALLOWANCE	792	9,504
<b>GROSS</b>	<b>10,792</b>	<b>129,504</b>
<b>DEDUCTIONS</b>		
PROVIDENT FUND	1,200	14,400
EMPLOYEE STATE INSURANCE	81	972
<b>Total Deductions</b>	<b>1,281</b>	<b>15,372</b>
<b>NET PAY</b>	<b>9,511</b>	<b>114,132</b>
<b>EMPLOYER CONTRIBUTIONS</b>		
PROVIDENT FUND	1,200	14,400
ESI	351	4,212
<b>TOTAL COST TO COMPANY</b>	<b>12,343</b>	<b>148,116</b>

## IDA AUTOMATION PRIVATE LIMITED

706, RNS Shanti Nivas, Tumkur Road, Yeshwanthpur, **Bengaluru**, Karnataka 560022  
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22-Feb-2019

To,  
P.PADMA,  
Madavadhara,  
Visakhapatnam-530018.  
Phone: 9603745292

## Offer Letter

Dear Ms. P.Padma

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

Please share the scanned copy of below documents to issue appointment letter

1. Date of birth proof
2. Educational certificates (10th, 12th & Graduation Certificates)
3. PAN Card Copy
4. Aadhar Card Copy
5. Cancelled cheque
6. Address Proof (Both permanent & Temporary)
7. Experience letter /Relieving Letter and three month's salary slips.

**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

**Rajesh**  
**Human Resources**

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## IDA AUTOMATION PRIVATE LIMITED

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## IDA AUTOMATION PRIVATE LIMITED

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22-Feb-2019

To,  
**CH.D.V.S.KRISHNA SAHIR,**  
**Madurawada,**  
**Visakhapatnam-530048.**  
**Phone: 8328112985**

## Offer Letter

Dear Mr. **Ch.D.V.S.Krishna Sahir**

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

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7. Experience letter /Relieving Letter and three month's salary slips.

**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

**Rajesh**  
**Human Resources**

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## IDA AUTOMATION PRIVATE LIMITED

📍 706, RNS Shanti Nivas, Tumkur Road, Yeshwanthpur, **Bengaluru**, Karnataka 560022  
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22-Feb-2019

To,  
**M.CHANDRA SEKHAR,**  
Marripalem,  
Visakhapatnam-530018.  
Phone: 9491004711

## Offer Letter

Dear Mr. **M.Chandra Sekhar**

We would like to congratulate you on being offered the position of "**Process Associate**" with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

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7. Experience letter /Relieving Letter and three month's salary slips.

**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

**Rajesh**  
**Human Resources**

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## IDA AUTOMATION PRIVATE LIMITED

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## IDA AUTOMATION PRIVATE LIMITED

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22-Feb-2019

To,  
K.SHIVA KUMARI,  
NSTL,NAD,  
Visakhapatnam - 530009.

## Offer Letter

Dear Mr. K.SHIVA KUMARI

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

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7. Experience letter /Relieving Letter and three month's salary slips.

**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

Rajesh  
Human Resources

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## IDA AUTOMATION PRIVATE LIMITED

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### IDA AUTOMATION PRIVATE LIMITED

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22-Feb-2019

To,  
M.HEMA,  
PENDURTHI,  
Visakhapatnam – 531173  
Phone - 9030703417.

## Offer Letter

Dear Ms. **M.Hema**

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

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**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

  
**Rajesh**  
**Human Resources**

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## IDA AUTOMATION PRIVATE LIMITED

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22-Feb-2019

To,  
M.D.SALMA,  
Purnamarket,  
Visakhapatnam – 530001  
Phone - 8498084757.

## Offer Letter

Dear Ms. **M.D.Salma**

We would like to congratulate you on being offered the position of “**Process Associate**” with **IDA Automation Private Limited**. Your joining date will be on **1<sup>st</sup> April, 2019**.

Offered CTC (Cost to Company) is **INR 1,48,116/-** Lakhs per annum.

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**For IDA Automation Private Limited**

Digitally signed by  
Rajesh  
Date: 2021.10.13  
15:52:51 +05'30'

  
**Rajesh**  
**Human Resources**

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## IDA AUTOMATION PRIVATE LIMITED

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## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
SK.Ayesha,  
Employee ID: PRO1072,  
Department: Monitoring.  
Facility: Operation CoE, Vizag

Dear Ayesha,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

Our appraisal year **April 2019 - March 2020**, has been a great year, in terms of customer base expansion as well as people performance. While continuing to make progress towards key goals and transforming our company as a premier organization providing exceptional services in the Vigilance Space, we are improving our market position to be an absolute industry leader.

Our Growth Journey is highly inspired by our core values. These values provide an internal and external advantage to our work culture and the way we conduct our business.

1. **High-Performance Organization:** Think and act to drive positive results at all levels: Individual, Team, and Organization. Be responsive and fully engaged to maximize performance.
2. **Outstanding Customer Experience:** Provide industry-leading customer experience. Personally, own it without exceptions; make excellence in customer experience, synonymous with Pro-Vigil.
3. **Conscientious Stewardship:** Thorough scrutiny on budgetary aspects of the business to maximize resource utilization, results, and profitability.
4. **Crystal Clear Communication:** Communicate accurately with courage and consideration to provide clarity for best understanding and execution. Model a culture of providing frequent and helpful communication so that individuals and teams can stay well-aligned.
5. **Optimization through Collaboration and Specialization:** Maximize complementary talents and capabilities across teams and functions. Apply specialized expertise and cross-functionality to facilitate high-value contributions to business and process improvement performance.

**VirtualGuardServicesPvtLtd.**

Vizag-  
+918912709199Hyd-  
+914433350100

**VisakhapatnamOffice:**

NewTechMahindraBuilding,Phase-  
11,Sy.No.44,Resavanipalem,Visakhapa  
+919155000000

**HyderabadOffice:**

MSR Block, #701 (1-89/3/B/40  
to42/KS/701/A), Krishi Sapphire  
Building, Survey No. 88, Hitech City  
+919155000000



We thank you for the hard work and commitment you have shown over the past years. Our combined strength is what makes us successful as a company. We are proud and hope that you continue to give your best to the company, and we compensate equally well for your contributions.

We value your contribution as an employee of Pro-Vigil and VGS for your performance during the period April 2019 to March 2020 and we take great pleasure to revise your salary from **INR 139543/- to INR 147915/- Per Annum**, effective April 1, 2019.

The revised compensation package has been customized for you, taking into consideration your performance, experience, industry standards, pay for performance, company policies, and other related factors. Please note that the company will periodically update its policies and communicate the same to employees through notifications by HR Department. You are requested to take reference from HR Notifications for the latest applicability. All employees are expected to uphold high standards at the workplace, fostering Pro-Vigil's vibrant corporate culture and adhere to Pro-Vigil's Code of Conduct and Business Ethics. All other terms and conditions remain unchanged as per your employment agreement and appointment letter with VGS.

**Note:** Your salary details are strictly private and confidential. The details in this letter are not supposed to be discussed and disclosed to others. Any discussion or disclosure of your compensation with anybody other than HR will be considered as a breach of the employment agreement by you. Please contact the HR Department for any clarifications.

Once again, we thank you for all your valued efforts, resilience, and commitment. This year, we have accomplished a lot together and empowered countless customers and people to realize their full potential. But what matters most now is what we do next. Thank you for helping make Pro-Vigil a fantastic company now and for the years to come. We wish you continued growth, success, and a long-term career with Pro-Vigil.

**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**  
**Director-Human Resources**

**VirtualGuardServicesPvtLtd.**

Vizag-  
+918912709199Hyd-  
+914033350100

**VisakhapatnamOffice:**

NewTechMahindraBuilding,Phase-  
11,Sy.No.44,Resavanipalem,Visakhapa  
+919895000000

**HyderabadOffice:**

MSR Block, #701 (1-89/3/B/40  
to42/KS/701/A), Krishi Sapphire  
Building, Survey No. 88, Hitech City  
+919848111111



## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
P.LAVANYA,  
Employee ID: PRO1075,  
Department: Monitoring,  
Facility: Operation CoE, Vizag

Dear Lavanya,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

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3. **Conscientious Stewardship:** Thorough scrutiny on budgetary aspects of the business to maximize resource utilization, results, and profitability.
4. **Crystal Clear Communication:** Communicate accurately with courage and consideration to provide clarity for best understanding and execution. Model a culture of providing frequent and helpful communication so that individuals and teams can stay well-aligned.
5. **Optimization through Collaboration and Specialization:** Maximize complementary talents and capabilities across teams and functions. Apply specialized expertise and cross-functionality to facilitate high-value contributions to business and process improvement performance.

**VirtualGuardServicesPvtLtd.**

Vizag-  
+918912709199Hyd-  
+914433356188

**VisakhapatnamOffice:**

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11,Sy.No.44,Resavanipalem,Visakhapa  
+919155000000

**HyderabadOffice:**

MSR Block, #701 (1-89/3/B/40  
to42/KS/701/A), Krishi Sapphire  
Building, Survey No. 88, Hitech City  
+919155000000





We thank you for the hard work and commitment you have shown over the past years. Our combined strength is what makes us successful as a company. We are proud and hope that you continue to give your best to the company, and we compensate equally well for your contributions.

We value your contribution as an employee of Pro-Vigil and VGS for your performance during the period April 2019 to March 2020 and we take great pleasure to revise your salary from **INR 139543/- to INR 147915/- Per Annum**, effective April 1, 2019.

The revised compensation package has been customized for you, taking into consideration your performance, experience, industry standards, pay for performance, company policies, and other related factors. Please note that the company will periodically update its policies and communicate the same to employees through notifications by HR Department. You are requested to take reference from HR Notifications for the latest applicability. All employees are expected to uphold high standards at the workplace, fostering Pro-Vigil's vibrant corporate culture and adhere to Pro-Vigil's Code of Conduct and Business Ethics. All other terms and conditions remain unchanged as per your employment agreement and appointment letter with VGS.

**Note:** Your salary details are strictly private and confidential. The details in this letter are not supposed to be discussed and disclosed to others. Any discussion or disclosure of your compensation with anybody other than HR will be considered as a breach of the employment agreement by you. Please contact the HR Department for any clarifications.

Once again, we thank you for all your valued efforts, resilience, and commitment. This year, we have accomplished a lot together and empowered countless customers and people to realize their full potential. But what matters most now is what we do next. Thank you for helping make Pro-Vigil a fantastic company now and for the years to come. We wish you continued growth, success, and a long-term career with Pro-Vigil.

**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**  
**Director-Human Resources**

**VirtualGuardServicesPvtLtd.**

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to42/KS/701/A), Krishi Sapphire  
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+919440333501



## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
K.HYMA DEVI,  
Employee ID: PRO1076,  
Department: Monitoring,  
Facility: Operation CoE, Vizag

Dear Hyma Devi,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

Our appraisal year **April 2019 - March 2020**, has been a great year, in terms of customer base expansion as well as people performance. While continuing to make progress towards key goals and transforming our company as a premier organization providing exceptional services in the Vigilance Space, we are improving our market position to be an absolute industry leader.

Our Growth Journey is highly inspired by our core values. These values provide an internal and external advantage to our work culture and the way we conduct our business.

1. **High-Performance Organization:** Think and act to drive positive results at all levels: Individual, Team, and Organization. Be responsive and fully engaged to maximize performance.
2. **Outstanding Customer Experience:** Provide industry-leading customer experience. Personally, own it without exceptions; make excellence in customer experience, synonymous with Pro-Vigil.
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+919848111111



We thank you for the hard work and commitment you have shown over the past years. Our combined strength is what makes us successful as a company. We are proud and hope that you continue to give your best to the company, and we compensate equally well for your contributions.

We value your contribution as an employee of Pro-Vigil and VGS for your performance during the period April 2019 to March 2020 and we take great pleasure to revise your salary from **INR 139543/-** to **INR 147915/-** Per Annum, effective April 1, 2019.

The revised compensation package has been customized for you, taking into consideration your performance, experience, industry standards, pay for performance, company policies, and other related factors. Please note that the company will periodically update its policies and communicate the same to employees through notifications by HR Department. You are requested to take reference from HR Notifications for the latest applicability. All employees are expected to uphold high standards at the workplace, fostering Pro-Vigil's vibrant corporate culture and adhere to Pro-Vigil's Code of Conduct and Business Ethics. All other terms and conditions remain unchanged as per your employment agreement and appointment letter with VGS.

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**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**  
**Director-Human Resources**

**VirtualGuardServicesPvtLtd.**

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Building,Survey No. 88, Hitech City  
+919848000000





## SALARY INCREMENT LETTER

8<sup>TH</sup> February, 2019

To  
M.ANITHA,  
Employee ID: PRO1077P,  
Department: Monitoring.  
Facility: Operation CoE, Vizag

Dear Hyma Devi,

We are glad to proclaim that, Pro-Vigil has undergone a remarkable evolution in the past five years as we are pursuing our mission to prevent theft. But one of the most profound changes over this time is the transformation of our business model to achieve excellence in all facets of the business. We are proud to declare the Year 2019 as the " **Year of Excellence**". This year, we established the Engineering Centre of Excellence and Operations Centre of Excellence, to set the highest standards in all departments. We strategized to form proactive synergy by restructuring teams. We strongly believe in the principle that "**Team Synergy has an extraordinary impact on business results.**"

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**For Virtual Guard Services Private Limited**

**Karthika Tirupathi**  
**Director-Human Resources**

**VirtualGuardServicesPvtLtd.**

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+919848000000

# LUCID

MEDICAL DIAGNOSTICS



**Name : Ch Radha Rani**

**Emp ID : 4653**

**Microbiology Technician**

**Blood Group : O +ve**

**Location : Vizag**

**Issuing Signature**



Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear B.SuryaRao

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from May 05, 2019 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

### **TENURE:**

The term of your Contract shall be valid from May 05, 2019 to APR 01, 2020.

### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

*Is a Confidential*

QS1567453

This is a system generated letter

**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quessecorp.com> | Toll Free No: 1800-208-9900

**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
Gross Salary	9751	117012

Calibri; Employer's Contribution		
Employer Provident Fund	1170	14040
Employer esi	464	5568
Total Contribution	1634	19608
Cost to Company: (CTC)	11385	136620

Calibri; Deduction: (Subjected to change)		
Employee Esi	171	2052
Provident Fund	1080	12960
Total Deduction	1251	15012
Net Take Home	8500	102000

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

*Not Confidential*  
QS1567453

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quessecorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear S.SHANKAR RAO

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

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### **LOCATION:**

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### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

*Ikyo Confidential*  
Q51567453

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.uesscorp.com> | Toll Free No: 1800-208-9900



**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
Employee Esi	171	2052
Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*It's Confidential*

QS1567453

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15,2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear S.CHITTI BABU

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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During the course of your contract,you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

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### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

*Ikya Confidential*  
QS1567453

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quessecorp.com> | Toll Free No: 1800-208-9900

**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
Employee Esi	171	2052
Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

*Isya Confidential*

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quessecorp.com> | Toll Free No: 1800-208-9900



Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear R.Bangarayya

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

*IKYA Confidential*  
QS1567453

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscorp.com> | Toll Free No: 1800-268-9900

**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
Employee Esi	171	2052
Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

*Very Confidential*  
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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quessecorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear P.SAI KUMAR

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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### **REMUNERATION:**

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### **EXTENSION:**

*IKYA Confidential*  
QS1567433

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-208-9900



**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

<b>Calibri; Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

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*Tej Hans Raj Singh*

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

*Isya Confidential*  
QS1567453

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<http://www.quessecorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear P.Ramana

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

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Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

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QS1567433

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesScorp.com> | Toll Free No: 1800-208-9900

**Annexure A**

**Compensation Sheet**


Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
Employee Esi	171	2052
Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>



**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

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<http://www.quessecorp.com> | Toll Free No: 1800-208-9900



Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear P.CHITTI BABU

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from May 05, 2019 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

### **TENURE:**

The term of your Contract shall be valid from May 05, 2019 to APR 01, 2020.

### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-208-9900

**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
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Provident Fund	1080	12960
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<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

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BA.



Date: Apr 15, 2019

## FIXED TERM EMPLOYMENT CONTRACT

Dear S.Simbachalam

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### DEPUTATION:

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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### LOCATION:

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### POSITION:

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### REMUNERATION:

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### EXTENSION:

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
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**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
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*Tej Hans Raj Singh*

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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<http://www.quescorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15,2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear N.Srinu

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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### **LOCATION:**

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### **EXTENSION:**

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**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
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<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

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Employer esi	464	5568
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<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; Deduction: (Subjected to change)		
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Provident Fund	1080	12960
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<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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<http://www.quescorp.com> | Toll Free No: 1800-208-9900



Date: Apr 15, 2019

## FIXED TERM EMPLOYMENT CONTRACT

Dear M.EswaraRao

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### DEPUTATION:

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### POSITION:

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### EXTENSION:

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**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
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<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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<http://www.quescorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear L.SAILAJA

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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### **LOCATION:**

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### **EXTENSION:**

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**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
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Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

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Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear K.SubbaRao

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
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<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
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<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>



**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

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Date: Apr 15,2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear K.SriRamumurthy

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

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*Tej Hans Raj Singh*

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

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<http://www.quesscorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15,2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear K.SAI KRISHNA

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

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**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
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*Tej Hans Raj Singh*

**Tej Hans Raj Singh**  
Vice President-Operations | Staffing

*Bya Confidential*  
QS1567453

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<http://www.quescorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear K.KondaBabu

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The term of your Contract shall be valid from May 05, 2019 to APR 01, 2020.

### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

### **EXTENSION:**

*Ikyo Confidential*  
QS1567453

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**QUESS Corp Limited (Formerly IKYA Human Capital Solutions)**  
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quescorp.com> | Toll Free No: 1800-208-9900

Annexure A

Compensation Sheet

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
Employee Esi	171	2052
Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quescorp.com> | Toll Free No: 1800-208-9900



Date: Apr 15,2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear K.Eswararao

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from May 05,2019 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract,youcan be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

### **TENURE:**

The term of your Contract shall be valid from May 05,2019to APR 01, 2020.

### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

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### **EXTENSION:**

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*QS1567453*

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quesscorp.com> | Toll Free No: 1800-208-9900

**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: **branch relationship executive**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
Employee Esi	171	2052
Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>

*Tej Hans Raj Singh*

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

*IKYA Confidential*

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.quessecorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15, 2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear K.DHANUJAYA

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

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### **TENURE:**

The term of your Contract shall be valid from May 05, 2019 to APR 01, 2020.

### **COTERMINOUS:**

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### **LOCATION:**

You are required to work at client's location at VIZAG.

### **POSITION:**

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### **REMUNERATION:**

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### **EXTENSION:**

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*QS1567453*

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.queSScorp.com> | Toll Free No: 1800-208-9900



**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

<b>Calibri; Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
<b>Total Contribution</b>	<b>1634</b>	<b>19608</b>
<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

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Employee Esi	171	2052
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*Tej Hans Raj Singh*

**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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<http://www.quessecorp.com> | Toll Free No: 1800-208-9900

Date: Apr 15,2019

## FIXED TERM EMPLOYMENT CONTRACT

Dear J.Rambabu

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### DEPUTATION:

You are deputed to SBI CARDS AND PAYMENT SERVICES PVT LTD under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

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### LOCATION:

You are required to work at client's location at VIZAG.

### POSITION:

You are appointed as BRANCH RELATIONSHIP EXECUTIVE.

### REMUNERATION:

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### EXTENSION:

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<http://www.quescorp.com> | Toll Free No: 1800-208-9900

**Annexure A**

**Compensation Sheet**

Calibri; Offer No: QS1567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

Calibri; <b>Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
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<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

Calibri; <b>Deduction: (Subjected to change)</b>		
Employee Esi	171	2052
Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
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**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India  
<http://www.quessecorp.com> | Toll Free No: 1800-208-9900



Date: Apr 15,2019

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear CH.DEMUDU NAIDU

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

### **DEPUTATION:**

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You are required to work at client's location at VIZAG.

### **POSITION:**

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### **REMUNERATION:**

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### **EXTENSION:**

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<http://www.quessecorp.com> | Toll Free No: 1800-208-9900

## Annexure A

### Compensation Sheet

Calibri; Offer No: QSI567453

Designation: branch relationship executive

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	9000	108000
Statutory bonus	750	9000
City Compensatory Allowance	1	12
<b>Gross Salary</b>	<b>9751</b>	<b>117012</b>

<b>Calibri; Employer's Contribution</b>		
Employer Provident Fund	1170	14040
Employer esi	464	5568
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<b>Cost to Company: (CTC)</b>	<b>11385</b>	<b>136620</b>

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Provident Fund	1080	12960
<b>Total Deduction</b>	<b>1251</b>	<b>15012</b>
<b>Net Take Home</b>	<b>8500</b>	<b>102000</b>



**Tej Hans Raj Singh**

Vice President-Operations | Staffing

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QSI567453

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## Apollo Pharmacies Limited

Regional Office: Address: Daksh enclave  
2nd Floor, 10-123, Opp Meeting Restaurant, Dayal Nagar  
Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/19

Dear Mr/Ms. M. Jaya Lakshmi

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "**Retail Trainee Associate**" at **Visakhapatnam CLUSTER** subject to your being found medically fit.

Your remuneration will be Rs. **10,094/-** Gross (Ten thousand Ninty Four rupees only) per Month. Your appointment will take effect from the date of joining, which is not later than 01/03/19 you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Apollo Group offers immense opportunity for growth, which depends entirely upon your performance and contributions.

We take this opportunity of welcoming you to the Apollo family for a long and fruitful association and invite you to participate in the enriching experience of building the Organization towards greater heights of achievements.

Please sign and return the duplicate copy of this letter as a taken of your acceptance of the above terms and conditions.

Wish You Good Luck

Yours Sincerely,

For **APOLLO PHARMACIES LIMITED.**

  
**NAGASANKAR K**  
Regional-HR





## Apollo Pharmacies Limited

Regional Office: Address: Daksh enclave  
2nd Floor, 10-123, Opp Meeting Restaurant, Dayal Nagar  
Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/19

Dear Mr/Ms. K. Sailaja

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "**Retail Trainee Associate**" at **Visakhapatnam CLUSTER** subject to your being found medically fit.

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Wish You Good Luck

Yours Sincerely,

For **APOLLO PHARMACIES LIMITED.**

  
**NAGASANKAR K**  
Regional-HR



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Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/19

Dear Mr/Ms.....S. Lakshmana Rao

Sub: Offer of employment as ".....Assistant Pharmacist

With reference to your application and subsequent interview, we have pleasure in offering you the position of "Retail Trainee Associate" at Visakhapatnam CLUSTER subject to your being found medically fit.

Your remuneration will be Rs.10,094/-Gross (Ten thousand Ninty Four rupees only) per Month. Your appointment will take effect from the date of joining, which is not later than 21/02/19 you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Apollo Group offers immense opportunity for growth, which depends entirely upon your performance and contributions.

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Wish You Good Luck

Yours Sincerely,

For **APOLLO PHARMACIES LIMITED.**

  
**NAGASANKAR K**  
Regional-HR





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Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/19

Dear Mr/Ms.....V. Gowri Naidu

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "Retail Trainee Associate" at Visakhapatnam CLUSTER subject to your being found medically fit.

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Yours Sincerely,

For APOLLO PHARMACIES LIMITED.

NAGASANKAR K  
Regional-HR







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Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/19

Dear Mr/Ms..... L. Ashok Kumar

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of **"Retail Trainee Associate"** at **Visakhapatnam CLUSTER** subject to your being found medically fit.

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Yours Sincerely,

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**NAGASANKAR K**  
Regional-HR



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Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/19

Dear Mr/Ms.....S. Rama Krishna

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of **"Retail Trainee Associate"** at **Visakhapatnam CLUSTER** subject to your being found medically fit.

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Wish You Good Luck

Yours Sincerely,

For **APOLLO PHARMACIES LIMITED.**

  
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Regional-HR





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Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/19

Dear Mr/Ms....B. Devendra Achari

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "**Retail Trainee Associate**" at **Visakhapatnam CLUSTER** subject to your being found medically fit.

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**NAGASANKAR K**  
Regional-HR



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Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/2019

Dear Mr/Ms.....P. Suresh.....

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "**Retail Trainee Associate**" at **Visakhapatnam CLUSTER** subject to your being found medically fit.

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**NAGASANKAR K**  
Regional-HR



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Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/2019

Dear Mr/Ms.... B. Eswara Rao

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "**Retail Trainee Associate**" at **Visakhapatnam CLUSTER** subject to your being found medically fit.

Your remuneration will be Rs. **10,094/-** Gross (Ten thousand Ninty Four rupees only) per Month. Your appointment will take effect from the date of joining, which is not later than 01/03/19 you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Apollo Group offers immense opportunity for growth, which depends entirely upon your performance and contributions.


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Yours Sincerely,

For **APOLLO PHARMACIES LIMITED.**

  
**NAGASANKAR K**  
Regional-HR





## Apollo Pharmacies Limited

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Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/02/2019

Dear Mr/Ms. P. Kiran Kumar

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "Retail Trainee Associate" at Visakhapatnam CLUSTER subject to your being found medically fit.

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NAGASANKAR K  
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Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/19

Dear Mr/Ms. K. Mohan

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "**Retail Trainee Associate**" at **Visakhapatnam CLUSTER** subject to your being found medically fit.

Your remuneration will be Rs. **10,094/-** Gross (Ten thousand Ninty Four rupees only) per Month. Your appointment will take effect from the date of joining, which is not later than 01/03/19 you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Apollo Group offers immense opportunity for growth, which depends entirely upon your performance and contributions.


We take this opportunity of welcoming you to the Apollo family for a long and fruitful association and invite you to participate in the enriching experience of building the Organization towards greater heights of achievements.

Please sign and return the duplicate copy of this letter as a taken of your acceptance of the above terms and conditions.

Wish You Good Luck

Yours Sincerely,

For **APOLLO PHARMACIES LIMITED.**

  
**NAGASANKAR K**  
Regional-HR





## Apollo Pharmacies Limited

Regional Office: Address: Daksh enclave  
2nd Floor, 10-123, Opp Meeting Restaurant, Dayal Nagar  
Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762.

### OFFER LETTER

Date: 20/2/2019

Dear Mr/Ms. V. Poli Naidu.

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "Retail Trainee Associate" at Visakhapatnam CLUSTER subject to your being found medically fit.

Your remuneration will be Rs.10,094/-Gross (Ten thousand Ninty Four rupees only) per Month. Your appointment will take effect from the date of joining, which is not later than 01/03/19 you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Apollo Group offers immense opportunity for growth, which depends entirely upon your performance and contributions.

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For APOLLO PHARMACIES LIMITED.

  
NAGASANKAR K  
Regional-HR





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Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/2/2019

Dear Mr/Ms.....S. Vasavi.....

Sub: Offer of employment as ".....Assistant Pharmacist....."

With reference to your application and subsequent interview, we have pleasure in offering you the position of **"Retail Trainee Associate"** at **Visakhapatnam CLUSTER** subject to your being found medically fit.

Your remuneration will be Rs. **10,094/-** Gross (Ten thousand Ninty Four rupees only) per Month. Your appointment will take effect from the date of joining, which is not later than 01/03/19 you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Apollo Group offers immense opportunity for growth, which depends entirely upon your performance and contributions.

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Wish You Good Luck

Yours Sincerely,

For **APOLLO PHARMACIES LIMITED.**

  
**NAGASANKAR K**  
Regional-HR



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Colony, Visalakshi Nagar, Visakhapatnam,  
Andhra Pradesh 530043. Ph: 7207917762

### OFFER LETTER

Date: 20/02/19

Dear Mr/Ms.....P. Sravani.....

Sub: Offer of employment as "Assistant Pharmacist"

With reference to your application and subsequent interview, we have pleasure in offering you the position of "**Retail Trainee Associate**" at **Visakhapatnam CLUSTER** subject to your being found medically fit.

Your remuneration will be Rs. **10,094/-** Gross (Ten thousand Ninty Four rupees only) per Month. Your appointment will take effect from the date of joining, which is not later than 07/03/19 you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Apollo Group offers immense opportunity for growth, which depends entirely upon your performance and contributions.

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Yours Sincerely,

For **APOLLO PHARMACIES LIMITED.**

  
**NAGASANKAR K**  
Regional-HR





# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. A.SURYA PRAKASH,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee** in **Production** department.

- Your Employment shall be conformed after qualifying the Medical Test.
- The term of your employment shall be valid for a period of 12 months, not with standing this, in the event of the project / work / deputation for which you are being employed terminates before the aforementioned period, this contract shall be co-terminus with the project / work or may extend.
- During the period of your engagement you will be paid an amount of **CTC: RS. 13,500/-** (including ESI, PF & Other Allowances).

With best wishes,

For Sree Software Solutions



Authorized Signatory

**C.G Ramani - Manager (HR & Admin).**

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Mobile: +91 92477 55671  
www.sreesoftsol.com

E-mail: [srinivas@sreesoftsol.com](mailto:srinivas@sreesoftsol.com)

H.No. 1-1-1/8 to 12, 14 & 16,  
Flat No. 103, 1st Floor,  
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Beside BSNL Office,  
Golconda 'X' Roads, Hyderabad - 20





# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. V.CHITTI BABU,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee** in **Production** department.

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With best wishes,

For Sree Software Solutions



Authorized Signatory

**C.G Ramani - Manager (HR & Admin).**

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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. N.YERRAYYA,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee** in **Production** department.

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With best wishes,

For Sree Software Solutions



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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. U.SANYASIRAO,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee in Production** department.

- Your Employment shall be conformed after qualifying the Medical Test.
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With best wishes,

For Sree Software Solutions



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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. KROHIT SAI YADAV,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V), Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee** in **Production** department.

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With best wishes,

For Sree Software Solutions



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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. K.KANAKA REDDY,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee in Production** department.

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With best wishes,

For Sree Software Solutions



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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. S.NANI,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee** in **Production** department.

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With best wishes,

For Sree Software Solutions



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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. S.POLAYYA,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee** in **Production** department.

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With best wishes,

For Sree Software Solutions



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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. B.SAI RAM,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee in Production** department.

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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. R.RAJA BABU,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee** in **Production** department.

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# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

Dt: 20<sup>th</sup> February 2019

## OFFER LETTER

Dear Mr. T.VAMSI KRISHNA,

we are pleased to inform you that Based on your application and interview you had with us, we offer you employment in our Organization **Sree Software Solutions** Deputed at **M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.** For the position of **Trainee** in **Production** department.

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PSPL/2019/OF/1455/Sales Officer

April 18, 2019  
Bhasker Rao  
Visakhapatnam

Dear Bhasker Rao,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 18, 2019** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Anil Kumar Tevari**, Contact No. **9392910098** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Visakhapatnam**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

Paytm Services Private Limited  
(Formerly known as Balance Technology Private Limited)  
[offer@paytmservices.com](mailto:offer@paytmservices.com)  
[www.One97.com](http://www.One97.com)

Corporate Office - B 121, Sector 5, Noida 201301, India  
T: +91 120 4770770 R: +91 120 4770771 CIN: U74110KA2016PTC094538  
Registered Office - Ground Floor, Essae Vashnavi Summit, 6/B 7th Main,  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



## Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1115	13381
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>18565</b>	<b>222781</b>
PF (Employer)	1622	19462
ESIC (Employer)	603	7241
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>21000</b>	<b>252000</b>
Variable		
Performance Linked Incentive (PLI)*	12000	144000
<b>Total Salary (Gross CTC)</b>	<b>33000</b>	<b>396000</b>

\*\* Medical Insurance premium rate is subject to change

\*\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\*\* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\*\* FairDay Attendance will be applicable as per policy.





PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019  
Jaya Chandra Sai  
Visakhapatnam

Dear Jaya Chandra Sai,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 18, 2019** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Anil Kumar Tevari**, Contact No. **9392910098** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Visakhapatnam**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

**Paytm Services Private Limited**  
(Formerly known as Balance Technology Private Limited)  
[offer@paytmservices.com](mailto:offer@paytmservices.com)  
[www.Done@7.com](http://www.Done@7.com)

Corporate Office - B 121, Sector 5, Noida 201301, India  
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535  
Registered Office - Ground Floor, Essar Vashnavi Summit, 6/8 7th Main,  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034





10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.
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12. A detailed brief on KRAs and scope of work will be given to you on joining.
13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.
14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.
15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.
16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.
17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.



19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami  
Human Resources  
Paytm Services Private Limited

Paytm Services Private Limited  
(Formerly known as Balance Technology Private Limited)

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**Annexure A**

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1115	13381
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>18565</b>	<b>222781</b>
PF (Employer)	1622	19462
ESIC (Employer)	603	7241
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>21000</b>	<b>252000</b>
Variable		
Performance Linked Incentive (PLI)*	12000	144000
<b>Total Salary (Gross CTC)</b>	<b>33000</b>	<b>396000</b>

\* Medical Insurance premium rate is subject to change

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\* FairDay Attendance will be applicable as per policy.



PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019  
Niklesh Kumar  
Visakhapatnam

Dear Niklesh Kumar,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 18, 2019** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Anil Kumar Tevari**, Contact No. **9392910098** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Visakhapatnam**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

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- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
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20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

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- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



**Amrit Jami**  
Human Resources  
Paytm Services Private Limited

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#### Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1115	13381
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>18565</b>	<b>222781</b>
PF (Employer)	1622	19462
ESIC (Employer)	603	7241
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>21000</b>	<b>252000</b>
<b>Variable</b>		
Performance Linked Incentive (PLI)*	12000	144000
<b>Total Salary (Gross CTC)</b>	<b>33000</b>	<b>396000</b>

\*\* Medical Insurance premium rate is subject to change

\*\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

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PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019

RajaPrasad  
Visakhapatnam

Dear RajaPrasad,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 18, 2019** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Anil Kumar Tevari**, Contact No. **9392910098** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Visakhapatnam**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

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We look forward to welcoming you aboard the Paytm Services team.

Best regards,



**Amrit Jami**  
Human Resources  
Paytm Services Private Limited

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PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019  
Sai Kumar  
Visakhapatnam

Dear Sai Kumar,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
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18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.



19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



**Amrit Jami**  
Human Resources  
Paytm Services Private Limited

**Paytm Services Private Limited**  
(Formerly known as Balance Technology Private Limited)  
**offer@paytmservices.com**  
[www.One97.com](http://www.One97.com)

Corporate Office - B 121, Sector 5, Noida 201301, India  
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535  
Registered Office - Ground Floor, Essie Vashnavi Summit, 6/B 7th Main,  
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#### Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1115	13381
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>18565</b>	<b>222781</b>
PF (Employer)	1622	19462
ESIC (Employer)	603	7241
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>21000</b>	<b>252000</b>
Variable		
Performance Linked Incentive (PLI)*	12000	144000
<b>Total Salary (Gross CTC)</b>	<b>33000</b>	<b>396000</b>

\* Medical Insurance premium rate is subject to change

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\* FairDay Attendance will be applicable as per policy.



PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019  
Satyakala Vamsi  
Visakhapatnam

Dear Satyakala Vamsi,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 18, 2019** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Anil Kumar Tevari**, Contact No. **9392910098** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Visakhapatnam**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

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10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.
11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.
12. A detailed brief on KRAs and scope of work will be given to you on joining.
13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.
14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.
15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.
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We look forward to welcoming you aboard the Paytm Services team.

Best regards,



**Amrit Jami**  
Human Resources  
Paytm Services Private Limited

## Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
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\* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\* FairDay Attendance will be applicable as per policy.





PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019  
Seerapu Madhusudhan  
Visakhapatnam

Dear Seerapu Madhusudhan,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 18, 2019** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Anil Kumar Tevari**, Contact No. **9392910098** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Visakhapatnam**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

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10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.
11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.
12. A detailed brief on KRAs and scope of work will be given to you on joining.
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14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.
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24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



**Amrit Jami**  
Human Resources  
Paytm Services Private Limited

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## Annexure A

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
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\* FairDay Attendance will be applicable as per policy.





PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019  
Suresh Kumar  
Visakhapatnam

Dear Suresh Kumar,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
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Variable		
Performance Linked Incentive (PLI)*	12000	144000
<b>Total Salary (Gross CTC)</b>	<b>33000</b>	<b>396000</b>

\*\* Medical Insurance premium rate is subject to change

\*\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\*\* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\*\* FairDay Attendance will be applicable as per policy.



PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019  
Vinay Kumar  
Visakhapatnam

Dear Vinay Kumar,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 18, 2019** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Anil Kumar Tevari**, Contact No. **9392910098** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Visakhapatnam**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

**Paytm Services Private Limited**  
(Formerly known as Balance Technology Private Limited)  
[offer@paytmservices.com](mailto:offer@paytmservices.com)  
[www.One97.com](http://www.One97.com)

Corporate Office - B 121, Sector 5, Noida 201301, India  
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535  
Registered Office - Ground Floor, Essie Vashnavi Summit, 6/8 7th Main,  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034





10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.
11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.
12. A detailed brief on KRAs and scope of work will be given to you on joining.
13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.
14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.
15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.
16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.
17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.





19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



**Amrit Jami**  
Human Resources  
Paytm Services Private Limited

**Annexure A**

<b>CTC Structure</b>		
<b>Salary Components</b>	<b>Monthly (Rs.)</b>	<b>Yearly (Rs.)</b>
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	1115	13381
Statutory Bonus	2300	27600
<b>Gross Salary</b>	<b>18565</b>	<b>222781</b>
PF (Employer)	1622	19462
ESIC (Employer)	603	7241
Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>21000</b>	<b>252000</b>
<b>Variable</b>		
Performance Linked Incentive (PLI)*	12000	144000
<b>Total Salary (Gross CTC)</b>	<b>33000</b>	<b>396000</b>

\* Medical Insurance premium rate is subject to change

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\* FairDay Attendance will be applicable as per policy.





PSPL/2019/OF/\*1455/Sales Officer

April 18, 2019  
Meher Gowri Prasad  
Visakhapatnam

Dear Meher Gowri Prasad,

**Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Sales Officer.**

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Sales Officer in Grade-SG01A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **252000/-** per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
4. You will be expected to join duty on **May 18, 2019** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Anil Kumar Tevari**, Contact No. **9392910098** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.Helpdesk@paytm.com](mailto:Distribution.Helpdesk@paytm.com), our team will reach out to you on priority.
5. You shall be initially deputed at **Visakhapatnam**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

**Paytm Services Private Limited**  
(Formerly known as Balance Technology Private Limited)  
[offer@paytmservices.com](mailto:offer@paytmservices.com)  
[www.One97.com](http://www.One97.com)

Corporate Office - B 121, Sector 5, Noida 201301, India  
T: +91 120 4770770 E: +91 120 4770771 CIN: U74110KA2016PTC094535  
Registered Office - Ground Floor, Essae Vashnavi Summit, 6/8 7th Main,  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034





10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.



19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



**Amrit Jami**  
Human Resources  
Paytm Services Private Limited

**Paytm Services Private Limited**  
(Formerly known as Balance Technology Private Limited)  
[offer@paytmservices.com](mailto:offer@paytmservices.com)  
[www.One97.com](http://www.One97.com)

Corporate Office - B 121, Sector 5, Noida 201301, India  
T: +91 120 4770770 F: +91 120 4770771 CIN: U74110KA2016PTC094535  
Registered Office - Ground Floor, Essae Vashnavi Summit, 6/B 7th Main,  
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



**Annexure A**

<b>CTC Structure</b>		
<b>Salary Components</b>	<b>Monthly (Rs.)</b>	<b>Yearly (Rs.)</b>
Basic	10100	121200
House Rent Allowance	5050	60600
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Medical Insurance Premium	209	2508
<b>Monthly CTC</b>	<b>21000</b>	<b>252000</b>
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Performance Linked Incentive (PLI)*	12000	144000
<b>Total Salary (Gross CTC)</b>	<b>33000</b>	<b>396000</b>

\*\* Medical Insurance premium rate is subject to change

\*\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\*\* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.

\*\* FairDay Attendance will be applicable as per policy.



Date: 30.12.2019

Dear

N. Durga Prasad Reddy

Subject: Offer letter of employment as

Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 11Lak per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 30.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer. Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.

Date: 30.12.2019

Dear

M. Bhaskar Rao

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 11.64 per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 30.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.



Date: 30.12.2019

Dear

T. Philip Raju

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) A lak per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 20.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer. Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
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You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.



Date: 30.12.2019

Dear

M.S. Prasad

Subject: Offer letter of employment as Sales Executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales Executive your cost to company (CTC) 1 Lakh per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 20.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.

Date: 30.12.2019

Dear

A. Ramu

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 1 lakh per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 20.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
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- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
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You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.



Date: 30.12.2019

Dear

Mr. Bala Raju

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 1.5L per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 30.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents:

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer. Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.



Date: 30.12.2019

Dear

T. Bangaru Naidu

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 1.1Lak per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 20.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.

Date: 30.12.2019

Dear

S. Karthik

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 1 lak per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 30.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer. Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,



HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.



Date: 30.12.2019

Dear

Y. Sai Kumar

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 4 Lakh per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 30.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept it entirely.



Date: 30.12.2019

Dear

A. Sai Yashwanth Reddy

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales Executive your cost to company (CTC) \$1.25 per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 20.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accepted the same.

Date: 30.12.2019

Dear

R. Srinivasa Rao

Subject: Offer letter of employment as Sales Executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 1 lak per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 30.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof (PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.



Date: 30.12.2019

Dear

H. Sadhakar Rao

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 1 Lakh per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 30.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer. Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

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We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.



Date: 30.12.2019

Dear

M.V. Vinay

Subject: Offer letter of employment as Sales executive

With reference to your application and subsequent interview with us, we are pleased to offer you the position of Sales executive your cost to company (CTC) 11 lak per annum and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible as but not later than 30.1.2020, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates. Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof (PAN Card/Driving License/Voter ID/Passport Copy). PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

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You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,



I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.