

18-Apr-2022

Bevara Akhila

24-40-3,Kota Veedhi, OldPost Office,1 Town,

Visakhapatnam,Andhra Pradesh 530001

India

Letter of offer

Dear Bevara,

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 - Ops** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub** 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 - Ops**.

Compensation: Your Total Gross Pay will be **INR 2,04,568 (Indian Rupees Two Lakh, Four Thousand, Five Hundred And Sixty Eight 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 **19-Apr-2022**.

Place of work: Your initial place of work will be **Vizag - Tech Hub**. 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

Bevara Akhila
Candidate's Name & Signature

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 choose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- 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.

For WNS Business Consulting Services Pvt. Ltd.



Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

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Bevara Akhila
Candidate's Name & Signature

- 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. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy 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

For WNS Business Consulting Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
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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 S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Accepted and Agreed

Bevara Akhila
Candidate's Name & Signature

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	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: 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) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (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 - 1 copy
D	PERMANENT ADDRESS PROOF : (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) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : 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	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
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Candidate's Name & Signature

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 S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Accepted and Agreed

Bevara Akhila
Candidate's Name & Signature

Annexure II			
Name	:	Bevara Akhila	
Title	:	Associate - Ops	
Role Band	:	A	
BU/EU	:	Consulting & Professional Services	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,122	73,458
House Rent Allowance		3,061	36,729
City Compensatory Allowance		1,098	13,174
Sub Total - I	A	10,280	1,23,361
Bonus / Incentive (4)	(a)	2,056	24,672
Company's contribution to Provident Fund (1)		866	10,396
Company's contribution to ESI (3)		401	4,811
Sub Total - II	B	3,323	39,879
Total Fixed Pay	C = A + B	13,603	1,63,240
Bonus / Incentive at Maximum Level (4)	(b)	5,500	66,000
Gross Pay (CTC) at Minimum Level	D = C	13,603	1,63,240
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	17,047	2,04,568
BENEFITS			
Gratuity payable As per Payment of Gratuity Act, 1972			
Note:			
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

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

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Bevara Akhila
Candidate's Name & Signature

WNS Business Consulting Services Pvt. Ltd, Mantri Sterling, 2nd Floor, Deep Bungalow Chowk, Model Colony, Shivaji Nagar, Pune, Maharashtra 411004 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72900PN2003PTC171637

OFFER LETTER

Ref: PTPL/CP/OF/2022/ENGAASUPE001

Date: 24th May 2022

Dear **Ms. Lolla Naga Jyothi**

Sub: Letter of Offer

Thank you for exploring career opportunities with Pennant Technologies Private Limited. We have confirmed your selection earlier with your campus placements team. Further to that we are pleased to initiate the pre-boarding.

This offer is based on your profile and performance in the selection process. We are pleased to confirm that you are selected for the position **Associate Application Support Engineer**. You will be part of Engineering Department that is responsible for the Product Development, Product Support and Maintenance Services.

Please note that your compensation package would be as outlined in Annexure A attached here under and the few of the preparatory actions outlined in Annexure A.

If the terms and conditions of the offer letter are acceptable to you, please print this letter, sign and send us the scanned copy of the signed letter. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

On receipt of your acceptance, we will start the pre-boarding and you will be given a joining letter indicating the details of your joining date and job location. You will be issued letter of appointment at the time of your joining after completing joining formalities as per company policy.

For any questions or clarifications regarding this offer, please contact HR Team at hr@pennanttech.com or on office number +91 40 42234400.

For Pennant Technologies Pvt. Ltd.



Ravi Varma Datla
Director, Consulting

Offer Acceptance: I hereby accept the offer and agree to be bound by the terms and conditions mentioned in the Appointment Letter enclosed herewith.

Name: **Ms. Lolla Naga Jyothi**

Date:

Signature:

Pennant Technologies Private Limited

Registered office: Cyber Gateway, Block B, Level 1,
Wing 2, L&T Infocity, Hitech City, Madhapur,
Hyderabad-500 081, Telangana, India.

Plot No. D2, IT Park, Hill No.2, Rishikonda,
Madhurawada, Visakhapatnam-530003,
Andhra Pradesh, India.

Europe :
17 Hanover Square,
London, W1S 1BN, UK

Europe :
17 Hanover Square,
London, W1S 1BN, UK



Annexure A - Compensation Details

COMPENSATION STRUCTURE				
Name	Ms. Lolla Naga Jyothi			
Department /Division	Engineering			
Designation	Associate Application Support Engineer			
Location	Visakhapatnam			
First Six Months (During Training & Probation)				
Components of salary			Salary (Monthly)	
Basic salary			9,200.00	
House Rent Allowance			3,680.00	
Special Allowances			5,195.00	
Company contribution to PF (12% on basic)			1,104.00	
Gross Salary			19,180.00	
Gratuity & Health benefits (notional)			820.00	
CTC			20,000.00	
Revised CTC after the Successful completion of Training & Probation Period				
Increment amount is based on your Performance Rating at the end of probation on a scale of 1 to 5				
Training Assessment (on a scale of 5)	3.0 to 3.5	3.5 to 4.0	4.0 to 4.5	Above 4.5
Revised CTC post Training & Probation Period	22,500.00	24,000.00	26,000.00	27,500.00

OFFER LETTER

Ref: PTPL/CP/OF/2022/ENGAASUPE002

Date: 24th May 2022

Dear **Ms. Kota Harshitha**

Sub: Letter of Offer

Thank you for exploring career opportunities with Pennant Technologies Private Limited. We have confirmed your selection earlier with your campus placements team. Further to that we are pleased to initiate the pre-boarding.

This offer is based on your profile and performance in the selection process. We are pleased to confirm that you are selected for the position **Associate Application Support Engineer**. You will be part of Engineering Department that is responsible for the Product Development, Product Support and Maintenance Services.

Please note that your compensation package would be as outlined in Annexure A attached here under and the few of the preparatory actions outlined in Annexure A.

If the terms and conditions of the offer letter are acceptable to you, please print this letter, sign and send us the scanned copy of the signed letter. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

On receipt of your acceptance, we will start the pre-boarding and you will be given a joining letter indicating the details of your joining date and job location. You will be issued letter of appointment at the time of your joining after completing joining formalities as per company policy.

For any questions or clarifications regarding this offer, please contact HR Team at hr@pennanttech.com or on office number +91 40 42234400.

For Pennant Technologies Pvt. Ltd.



Ravi Varma Datla
Director, Consulting

Offer Acceptance: I hereby accept the offer and agree to be bound by the terms and conditions mentioned in the Appointment Letter enclosed herewith.

Name: **Ms. Kota Harshitha**

Date:

Signature:

Pennant Technologies Private Limited

Registered office: Cyber Gateway, Block B, Level 1,
Wing 2, L&T Infocity, Hitech City, Madhapur,
Hyderabad-500 081, Telangana, India.

Plot No. D2, IT Park, Hill No.2, Rishikonda,
Madhurawada, Visakhapatnam-530003,
Andhra Pradesh, India.

Europe I
17 Hanover Square,
London, W1S 1BN, UK

Europe I
17 Hanover Square,
London, W1S 1BN, UK



Annexure A - Compensation Details

COMPENSATION STRUCTURE				
Name	Ms. Kota Harshitha			
Department /Division	Engineering			
Designation	Associate Application Support Engineer			
Location	Visakhapatnam			
First Six Months (During Training & Probation)				
Components of salary			Salary (Monthly)	
Basic salary			9,200.00	
House Rent Allowance			3,680.00	
Special Allowances			5,195.00	
Company contribution to PF (12% on basic)			1,104.00	
Gross Salary			19,180.00	
Gratuity & Health benefits (notional)			820.00	
CTC			20,000.00	
Revised CTC after the Successful completion of Training & Probation Period				
Increment amount is based on your Performance Rating at the end of probation on a scale of 1 to 5				
Training Assessment (on a scale of 5)	3.0 to 3.5	3.5 to 4.0	4.0 to 4.5	Above 4.5
Revised CTC post Training & Probation Period	22,500.00	24,000.00	26,000.00	27,500.00



24-Nov-2021

To,
Garikina Sonia
24-31-12, Kota veedhi,
Old post office, Visakhapatnam
Phone: 8688944289
Aadhar – 4828 5179 2228

Offer Letter

Dear Ms. **Garikina Sonia**,

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 **29th November 2021**.

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

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
GROSS	10,792	129,504
DEDUCTIONS		
PROVIDENT FUND	1,200	14,400
EMPLOYEE STATE INSURANCE	81	972
Total Deductions	1,281	15,372
NET PAY	9,511	114,132
EMPLOYER CONTRIBUTIONS		
PROVIDENT FUND	1,200	14,400
ESI	351	4,212
TOTAL COST TO COMPANY	12,343	148,116

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

Ref.No:TTL/APL/2022/3528

Date : 16-05-2022

To,
Mr Bakka Kishore
Mobile: 7093294594
H.no.1-5/a, Colony
Sompeta Mandalam,
Benkili, Srikakulam,
Andhra Pradesh
532284

Welcome Letter

Dear Mr Bakka Kishore,

Congratulations and Welcome to the Thyrocare. Herewith enclosing the details of your employment:

Ecode	:	4462E
Department	:	RPL SOUTH
Reporting To	:	Mr Madhu Babu Kavuri
Designation	:	Executive
Working Location	:	VSPL
Date of Joining	:	10-05-2022
Email ID Allotted	:	bakka.kishore@thyrocare.com
Password	:	X7vxjo*

For intranet 'www.charbi.com' usage, you are advised to use the following login:

Username : 4462E

Password : GDDjm6AR

You must change the password as soon as you login.

Your working location, Shift Timings and Department may change as per department need.

In case of any clarification, you may contact **Mr Madhu Babu Kavuri** on **9324962448**.

We wish you a successful career with us.

Thanking You,

Yours Truly,



Dr. Caesar Sengupta
Vice-President

Thyrocare Technologies Limited

Ref. No: TTL/RPL/240K/IA/22/F888

Date: 05/05/2022

To,
Mr. Kishor Bakka
Mobile: 7093294594
1-5/A, SC Street,
Sompeta Mandal, Benkali Village,
Srikakulam, AP-532284

PROVISIONAL OFFER OF EMPLOYMENT

Dear Mr. Kishor,

This is to notify you that we have shortlisted your application and are pleased to make a provisional offer of employment as a **Executive – Lab** with an annual compensation as below :

CTC : (please refer Annexure II for bifurcation).

- Fixed : Rs. 2,40,000

- Variable : 5% Of fixed CTC

You have been posted at **Vizag** and have been scheduled to join work on **16th May, 2022**.

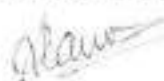
Your offer is subject to your acceptance of below listed rules and regulations of the Company:

- You are advised to transfer Rs. 5,000/- to Thyrocare Technologies Limited as as refundable caution deposit. The caution deposit is refundable to you on successful completion of 6 months of your continued service in the organization along with retention allowance.
- You will be on probation for 6 months from the date of commencement of your service.
- Your performance will be evaluated periodically and your growth will purely depend on your ability to focus on given job.
- Please note that your job involves night shift too.
- You shall always maintain a high level of confidentiality relating to information acquired during the course of your duties in relation to the activities of the Company, its members or its affiliates.
- This association can be terminated mutually with 7 days notice during your probation period. Company may terminate your services immediately on disciplinary grounds.

You are required to send your offer acceptance note to join@thyrocare.com within next 24 hours. We accept and appreciate email communication. We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours truly,
For Thyrocare Technologies Ltd.



Authorized Signatory (HRD Department)

Offer Acceptance:

Date:

Place:

Note: Though this is an offer letter, company reserves the right to reject your candidature if you had submitted misleading facts or information.

Thyrocare Technologies Limited

📍 D-37/1, TTC MIDC, Turbhe, Navi Mumbai - 400 703, India ☎ 022- 3090 0000 / 4125 2525

✉ enquiry@thyrocare.com 🌐 www.thyrocare.com

[CIN : LRS110MH2000PLC123682]

ANNEXURE - I

About Thyrocare:

- Focused National Brand in conducting specialized Biochemistry laboratory tests.
- Annual turnover of the group : 500 crores
- Company has been growing 20% CAGR for the last 25 years.

Reporting place for joining :

Thyrocare Technologies Ltd

Viveg-Shri Gayatri Tower, Dondaparthi, Railway New Colony,
Vishakhapatnam, Andhra Pradesh – 530016

Email ID: join@thyrocare.com

Website: www.thyrocare.com

Reporting time on date of joining : 09:00 AM

Below are the details of company account for online transfer (NEFT/IMPS/RTGS) of Caution Deposit :

Account holder name – Thyrocare Technologies Limited.

Bank Name – Axis Bank Limited.

Branch – Vashi.

Account Number – 072010200011981

IFSC Code – UTIB0000072

On the date of joining you are requested to bring below mentioned documents.

- Original & attested copies of the mark sheet & certificates (10th grade to highest qualification).
- 02 Copies of Aadhar Card & PAN Card is mandatory.
- Three recent Passport size photographs and Two stamp size photographs(White Background).
- If experienced, Relieving letter, experience letter & latest 3 months salary slips.
- Bank Account details (Bank Name / Bank Account No./ Branch Name / Branch Address / IFSC Code /Account Type) with canceled cheque to credit the salary, if available.
- Two Professional reference letter (Any of your Institute's Teacher / previous Employer)
- Copy of Certificate of Police Verification is Mandatory.
- Medical Fitness Certificate from Registered Medical Practitioner is mandatory on Joining date.

ANNEXURE – II CTC Breakup

Fixed Salary Component (A)	Monthly (Rs.)	Annual (Rs.)
Basic	10500	126000
House Rent Allowance	525	6300
Leave Travel Allowance	0	0
Education Allowance	0	0
Supplementary Allowance	4502	54024
Reimbursement Component (B)		
Books & Periodicals	0	0
Fuel & Maintenance Reimbursement	0	0
Driver Salary	0	0
Telephone & Internet Reimbursement	0	0
Funding Professional Education	0	0
Gadgets for Personal & Professional Use	0	0
GROSS (A+B)	15527	186324
Statutory Bonus (C)	2100	25200
Employer Contributions (D)		
Employer PF	1800	21600
Employer ESI	573	6876
Fixed Salary Total (A+B+C+D)	20000	240000
Annual Variable	5%	12000
Final CTC (Fixed +Variable)		252000
Statutory Contributions (E)	Monthly (Rs.)	
Employee PF	1800	
Employee ESI	132	
Professional Tax	200	
Statutory Deductions	2132	
Net Take Home ((A+B+C)-D)	15495	

Other Benefits:

- You will be covered under Company's group medical insurance policy of up to Rs.100000 (Rupees One Lakh only) the premium for which will be borne by the Company. You have the option to include spouse, parents and up to two children
- Variable pay will be paid at the end of the financial year based on your work performance and company's overall performance.



December 7, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear GEDDAM MAHESH,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional 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.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can 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, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% 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.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and 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 Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given 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. The allowance will be subject to tax. Book allowance is applicable only when you are 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:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored 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 program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. 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 WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
 - xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
 - xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
 - xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
 - xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
 - xix. The 8th semester of study is fully devoted for dissertation / project work
 - xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
 - xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
 - xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
 - xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
 - xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
 - xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
 - xxvi. 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.
- Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy
- ii. 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.
- iii. 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 WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP 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 WILP / Wipro, such developments will be fully communicated to the WILP 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.

9. CONFIDENTIALITY:

- i. 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).
- ii. 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.

10. 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.

11. 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.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced 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 organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. 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 without any prior notice.
- ii. The terms of this letter of enrolment 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.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, 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.
- ii. You are not eligible to receive testimonial 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting 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 of joining WILP program.

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 submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

I **GEDDAM MAHESH**, 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."

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.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms 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 Trainees 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.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills

towards usage of this amount.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. 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 that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. 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:

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.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ Accept ☐ Decline

☒ **Signature** GEDDAM MAHESH 7/12/2021 6:27 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

22442228



OFFER LETTER

Date: 20-04-2022

To

Ms. Manisha Rani Kotana
27-11-48/2, Srinagar,
Gajuwaka, Vishakapatnam.

Dear **Ms. Manisha Rani Kotana,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee Chemist** in **R&D** department at our **Unit R&D** and you will be paid for a CTC of **Rs. 180000/-** (Rupees One Lakh Eighty Thousand only) all inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **25-04-2022** subject to the submission of medical reports and required documents as mentioned in Annexure-II. You are requested to report to the HR Department at the address mentioned below on any working day for completing the joining formalities.

R&D-I: Plot No 298/P, D No. 01-173/3/1, Pipeline Road, Phase 1, I.D.A., Jeedimetla, Quthbullapur, Medchal-Malkajgiri 500055, Telangana State, India.

The letter of appointment including all terms and conditions would be issued to you at the time of your joining. Please note that this offer is valid subject to the information furnished by you being found true & correct. On scrutiny, if found otherwise, the company reserves the right to terminate the offer.

In case you wish to leave the services after joining the company, you need to give three months' prior notice in writing. The company will not accept salary payment in lieu of notice by the employee and thus the resignee has to necessarily serve the three months' notice. The Organization may choose to release the employee in case of termination without notice period of service at its sole discretion.

Please acknowledge the receipt of this letter and confirm us your acceptance and date of reporting immediately.

With Best wishes,

For Metrochem API Pvt. Ltd


22/04/2022
Rakesh Karicherla
Head-HR



Volume • Quality



Registered Office: Flat No 302, Bharu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038,
Telangana State, India.



Ref. No: TTL/RPL/240K/IA/22/F569

Date: 07/03/2022

To,
Mr. Kosana Pratap Reddy
Mobile: 9100171094
H No. 4-37-10/1, Pedawaltair,
Vishakhapatnam, Andhra Pradesh - 530017

PROVISIONAL OFFER OF EMPLOYMENT

Dear Mr. Kosana Pratap,

This is to notify you that we have shortlisted your application and are pleased to make a provisional offer of employment as **Executive - Laboratory** with an annual compensation of **Rs. 2,40,000** (please refer Annexure-II for bifurcation). You have been posted at **Vizag** and have been scheduled to join work on **14th March, 2022.**

Your offer is subject to your acceptance of below listed rules and regulations of the Company:

- You are advised to transfer Rs. 5,000/- to Thyrocare Technologies Limited as refundable caution deposit. The caution deposit is refundable to you on successful completion of 6 months of your continued service in the organization along with retention allowance.
- You will be on probation for 6 months from the date of commencement of your service.
- Your performance will be evaluated periodically and your growth will purely depend on your ability to focus on given job.
- Please note that your job involves night shift too.
- You shall always maintain a high level of confidentiality relating to information acquired during the course of your duties in relation to the activities of the Company, its members or its affiliates.
- This association can be terminated mutually with 7 days notice during your probation period. Company may terminate your services immediately on disciplinary grounds.
- **You need to report at our Navi Mumbai office for 1 month of training. Post training, you will be posted to your work location.**

You are required to send your offer acceptance note to join@thyrocare.com within next 24 hours. We accept and appreciate email communication. We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours truly,
For Thyrocare Technologies Ltd.

Offer Acceptance:

Date:

Place:

Authorized Signatory (HRD Department)

Note: Though this is an offer letter, company reserves the right to reject your candidature if you had submitted misleading facts or information.

ANNEXURE - I

About Thyrocare:

- Focused National Brand in conducting specialized Biochemistry laboratory tests.
- Annual turnover of the group : 500 crores
- Company has been growing 20% CAGR for the last 25 years.

Reporting place for joining :

Thyrocare Technologies Ltd

D37/3, TTC, MIDC,
Turbhe, Navi Mumbai - 400703.

Email ID: join@thyrocare.com

Website: www.thyrocare.com

Reporting time on date of joining : **09:00 AM**

Below are the details of company account for online transfer (NEFT/IMPS/RTGS) of Caution Deposit :

Account holder name – Thyrocare Technologies Limited.

Bank Name – Axis Bank Limited.

Branch – Vashi.

Account Number – 072010200011981

IFSC Code – UTIB0000072

On the date of joining you are requested to bring below mentioned documents.

- Original & attested copies of the mark sheet & certificates (10th grade to highest qualification).
- 02 Copies of Aadhar Card & PAN Card is mandatory.
- Three recent Passport size photographs and Two stamp size photographs(White Background).
- If experienced, Relieving letter, experience letter & latest 3 months salary slips.
- Bank Account details (Bank Name / Bank Account No./ Branch Name / Branch Address / IFSC Code /Account Type) with canceled cheque to credit the salary, if available.
- Two Professional reference letter (Any of your Institute's Teacher / previous Employer)
- Copy of Certificate of Police Verification is Mandatory.
- Medical Fitness Certificate from Registered Medical Practitioner is mandatory on Joining date.

ANNEXURE - II

CTC Break up : CTC of Rs. 240000 per annum

1. Salary Allowance (Monthly)

1.a Basic Pay	:	7500
1.b House Rent Allowance	:	4463

2.Reimbursements : 5000

Total(Monthly) : 16963

Total(Yearly) : 203561

3.Statutory (Monthly)

3.a Provident Fund	:	1500
3.b ESI Contribution	:	551

Total(Monthly) : 2051

Total(Yearly) : 24615

4.Eligibility Based Entitlements (Annual)

4.a Bonus / Festive Allowance	:	7497
4.b Gratuity	:	4327

5.Deductions (Monthly)

5.a Professional Tax	:	200
5.b Provident Fund	:	1500
5.c ESI Contribution	:	127

Net In Hand (per mon) : 15136

6.Calculation (Annual)

Salary Allowance : **143561**

Reimbursements : **60000**

Statutory : **24615**

Eligibility Based Entitlements : **11824**

CTC (per annum) : **240000**

Date : 07-03-2022

Verified By

Other Benefits :

- You will be covered under Company's group medical insurance policy of up to Rs.100000 (Rupees One Lakh only) the premium for which will be borne by the Company. You have the option to include spouse, parents and up to two children.
- You will be eligible for Employee Stock Option Scheme (ESOP), based on Company ESOP policy.

HRD/2T/1001979023/21-22

October 26, 2021

Ms. Kudupudi Sasi Priya
D.No 9-8-181, Jogavanipalem,
Near Saraswathi Vidya Vihar, Old Gajuwaka
Vishakhapatnam-530026
India

Ph: +91-7013208195

Dear Kudupudi,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

HRD/1001979023/21-22

October 26, 2021

Ms. Kudupudi Sasi Priya
D.No 9-8-181, Jogavanipalem,
Near Saraswathi Vidya Vihar, Old Gajuwaka
Vishakhapatnam-530026
India

Ph: +91-7013208195

Dear Kudupudi,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **25-Nov-2021**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

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

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

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

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

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

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name Location

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

ANNEXURE - I (Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Kudupudi Sasi Priya			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

To,
Mr. Savarapu Deva
S/o Prasad
HNO :3-96,
City/Village : Kothakota,
Post : Kothakota,
Mandal : Ravikamatham,
District : Visakhapatnam-531114.
State : Andhra Pradesh.

Date:21.04.2022,

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you , we are pleased to offer you a one-year training in Production Department, at Unit-1, situated at Lingoigudem Village , Choutuppal Mandal , Yadadri Bhuvanagiri District on the on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.15000/- per month during your training period.
2. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period . Your training will be terminated , if you are not found medically fit.
3. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
4. You shall be liable to be transferred/posted to any location,department & unit of the organization, depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules,regulations and other terms as applicable at such new place.
5. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
6. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
7. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act,1948.
8. This offer of training is based on the information furnished in your application . If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training, is liable to be terminated, without any notice or any stipend in lieu thereof.
9. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information, which might come into your possession during continuance of your training in the organization,shall not be disclosed,divulged or made public by you even thereafter.

10. You shall adhere to Organization's policies, procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
11. You shall forthwith intimate any change in your residential address as and when any change takes place.
12. Your training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
13. Your progress in training is reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
14. You are required to submit the following at the time of joining
- For verification purpose, we need your original certificates of S.S.C, Inter, & B.Sc. and photo copies of the same.
 - Four passport size color photographs.
 - Four copies of post card size black & white group photo of yours along with your dependent parents, and your spouse & children if married.
 - Photo copies of Aadhaar & PAN cards of yours along with your father, mother, spouse and children, if Married.
 - Photo copy of SBI savings bank account passbook.
 - Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
 - Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
 - Certificate of the covid -19 vaccination two doses.

In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training in our organization on or before 05.05.2022. If you do not join the training before the stipulated date, this offer of training shall be deemed cancelled.

We take this opportunity to welcome you to the organization and wish you good luck.

Yours sincerely,

For DIVI 'S LABORATORIES LTD

K.SUBBA RAO

GENERAL MANAGER (P&A)


ACCEPTANCE

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature: _____

Date: _____

Road Map : Hyderabad to Choutuppal - Bus available. Choutuppal to Lingo jigudem - Autos available.

 :08694-257001



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20206271620/Hyderabad/BPS/BTN
Date: 13/05/2021

Ms. Renuka Pilli
Dno.9 89,
Sanathivanipal,Krishnarayapuram
Near Saibaba Trmple
Visakhapatnam-530047
Andra Pradesh
Tel# 91-7730092607

Dear Ms. Renuka Pilli,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month.You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



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 have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

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 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. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

Till 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 Traineeship, from Employees' State Insurance Corporation.

When you will be 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 Traineeship 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.

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your 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 your traineeship 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 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:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's 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. Alternative Occupation / Traineeship:

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written



permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. 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 a trainee of TCSL.

9. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. 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 Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment (if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated 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.

11. Background Check:

Your traineeship 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. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. Submission of Documents:

At the time of your joining traineeship, 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
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.



13. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

17. Rules and Regulations of the Company:

Your traineeship 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.

18. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship 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 Traineeship 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.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20206271620/Hyderabad/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



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

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____.

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:



Date: 16/03/2022.

To
Ms. Potabattula Surekha Devi,
D/o. Sri. Potabuttula Adinarayana Rao,
D.NO 35-25-19, gavara kancharapalem,
Kancharapalem, Visakhapatnam(urban),
Andhra Pradesh-530008.

LETTER OF OFFER

Dear Ms. Surekha Devi,

Congratulations!!

We are pleased to offer you an employment based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of your offer are as follows:

1. You will be designated as a **Student Counselor**. Your initial posting will be at **Vizag Branch**, however please note that your services are liable to be transferred to any branch office of **ACE** as and when required by the management. In such case, you will be governed by the policies of that location.
2. Your date of commencement of employment will be on or before **21/03/2022**.
3. If unable to join/report as on the date mentioned above due to Unforeseen conditions like Illness or Health Issues you will intimate the same and confirm your proposed date of joining (which is not later than 15 days from the date as mentioned above) to the organization/ company through any mode of communication and produce a Medical certificate on the date of joining else your offer lapses and becomes invalid.
4. Your employment with the organization/company is deemed to be temporary while on probation. However the organization/Company shall have the right to terminate your services without notice for any misconduct or for any reason including, but not limited to for cause, unsatisfactory performance, and lack of funds, reorganization or elimination of the position.
5. You are entitled to be paid only from the date of your joining.
6. You will be entitled to receive a **CTC of Rs.1,80,000/- (One Lakh Eighty Thousand only) per Annum based on your performance and satisfactory work.**
7. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
8. You will be on probation for a period of 6 months from the date of joining.
9. Your employment with ACE is deemed to be temporary while on probation and until you receive any official written intimation from the organization/company in regard to your permanent position of employment with us.
10. Please bring along the below listed documents / details on your day of joining.
 - a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C)
 - b) Copies of Aadhar Card and PAN Card
 - c) Present Residing Address proof
 - d) Copy Academic Certificates (all from 10th to Highest)
 - e) Three passport size photographs (Recent)
 - f) Copies of your relieving and work experience letters (if applicable).
 - g) Copy of your previous pay slips (if applicable).



11. This offer lapses and becomes invalid if your offer acceptance is not communicated and/or you do not join within the stipulated time aforementioned.
12. This offer can be revoked at the discretion of the organization/company before its acceptance preferably through an email communication.
13. This offer lapses and becomes invalid if it is rejected by you before its acceptance through any mode of communication to the organization/company.
14. If on verification, during your employment with us, it is found that you have furnished incorrect/false information to conceal factuals, in such cases your services with the organization/company will be liable to termination with immediate effect.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

For ACE Engineering Academy/
ACE Engineering Education India Pvt. Ltd.,

Harimatha P. R.

Senior Manager – HR

CC to: Accounts Department



18-Apr-2022

Vavilapalli Rajesh

11-97b, Ramamandira Veedhi, Lumburu,

Srikakulam Andhra Pradesh 532440

India

Letter of offer

Dear Vavilapalli,

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 - Ops** in **WNS Business Consulting Pvt. Ltd.**, based at our **Vizag - Tech Hub** 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 - Ops**.

Compensation: Your Total Gross Pay will be **INR 2,04,568 (Indian Rupees Two Lakh, Four Thousand, Five Hundred And Sixty Eight 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 **19-Apr-2022**.

Place of work: Your initial place of work will be **Vizag - Tech Hub**. 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

Vavilapalli Rajesh
Candidate's Name & Signature

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 choose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- 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.

For WNS Business Consulting Services Pvt. Ltd.



Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Accepted and Agreed

Vavilapalli Rajesh
Candidate's Name & Signature

- 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. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.
- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy 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

For WNS Business Consulting Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Accepted and Agreed

Vavilapalli Rajesh
Candidate's Name & Signature

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 S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Accepted and Agreed

Vavilapalli Rajesh
Candidate's Name & Signature

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	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: 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) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (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 - 1 copy
D	PERMANENT ADDRESS PROOF : (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) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : 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	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Business Consulting Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Accepted and Agreed

Vavilapalli Rajesh
Candidate's Name & Signature

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 S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Accepted and Agreed

Vavilapalli Rajesh
Candidate's Name & Signature

Annexure II			
Name	:	Vavilapalli Rajesh	
Title	:	Associate - Ops	
Role Band	:	A	
BU/EU	:	Consulting & Professional Services	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		6,122	73,458
House Rent Allowance		3,061	36,729
City Compensatory Allowance		1,098	13,174
Sub Total - I	A	10,280	1,23,361
Bonus / Incentive (4)	(a)	2,056	24,672
Company's contribution to Provident Fund (1)		866	10,396
Company's contribution to ESI (3)		401	4,811
Sub Total - II	B	3,323	39,879
Total Fixed Pay	C = A + B	13,603	1,63,240
Bonus / Incentive at Maximum Level (4)	(b)	5,500	66,000
Gross Pay (CTC) at Minimum Level	D = C	13,603	1,63,240
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	17,047	2,04,568
BENEFITS			
Gratuity payable As per Payment of Gratuity Act, 1972			
Note:			
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

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Accepted and Agreed

Vavilapalli Rajesh
Candidate's Name & Signature

WNS Business Consulting Services Pvt. Ltd, Mantri Sterling, 2nd Floor, Deep Bungalow Chowk, Model Colony, Shivaji Nagar, Pune, Maharashtra 411004 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72900PN2003PTC171637



June 8, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear Kudupudi Sri Vidya,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a diagonal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional 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.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can 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, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% 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.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and 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 Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given 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. The allowance will be subject to tax. Book allowance is applicable only when you are 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:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored 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 program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. 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 WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is

organized.

- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / , University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. 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.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy
- ii. 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.
- iii. 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 WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP 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 WILP / Wipro, such developments will be fully communicated to the WILP 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.

9. CONFIDENTIALITY:

- i. 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).
- ii. 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.

10. 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.

11. 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.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel 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.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. 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 organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, 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.
- ii. You are not eligible to receive testimonial 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting 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 of joining WILP program.

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 submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

I **Kudupudi Sri Vidya**, 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."

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.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms 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 Trainees 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.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. 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 that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. 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:

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.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ **Signature** Kudupudi Sri Vidya 8/6/2021 6:15 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited** **T** :+91 (80) 2844 0011

Doddakannelli **F** :+91 (80) 2844 0054

Sarjapur
Road **E** :info@wipro.com

Bengaluru
560 035 **W** :wipro.com

India **C** :L32102KA1945PLC020800

20847637

Payslip for the month of March 2024

Name:	Uppada Saikumar (Clove-2622)	Bank Name:	ICICI Bank	
Join Date:	10 Feb 2023	Bank Account No:	036501537100	
Designation:	Trainee CAD Engineer	PF No:	APKKP00516380000012063	
Department:	Built-Design	UAN:	101920556796	
Location:	Visakhapatnam	ESI No:	7011346947	
Effective Work Days:	31	PAN No:	PAVPS9824Q	
Days In Month:	31	LOP:	0	
Earnings	Full	Actual	Deductions	Actual
BASIC	5,721.00	5,721.00	PF	1,339.00
HRA	2,861.00	2,861.00	ESI	144.00
CONVEYANCE	1,600.00	1,600.00	PROF TAX	150.00
MEDICAL ALLOWANCE	1,250.00	1,250.00		
CC ALLOWANCE	9.00	9.00		
BONUS		5,434.00		
ALLOWANCE		2,193.00		
Total Earnings:Rs.	11,441.00	19,068.00	Total Deductions:Rs.	1,633.00
Net Pay for the month (Total Earnings - Total Deductions):		17,435.00		
(Rupees Seventeen Thousand Four Hundred Thirty Five Only)				

This is a system generated payslip and does not require signature.

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited.

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in Production Department, at Unit-1, situated at Lingojigudem Village, Choutuppal Mandal, Yadadri Bhuvanagiri District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.15000/- per month during your training period.
2. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period. Your training will be terminated, if you are not found medically fit.
3. Training will be given at any one of the departments, branches & manufacturing units of the organization depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
4. You shall be liable to be transferred/posted to any location, department & unit of the organization, depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules, regulations and other terms as applicable at such new place.
5. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
6. After completing your training, the organization at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
7. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act, 1948.
8. This offer of training is based on the information furnished in your application. If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training is liable to be terminated without any notice or any stipend in lieu thereof.
9. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information, which might come into your possession during continuance of your training in the organization shall not be disclosed, divulged or made public by you even thereafter.

55/171

10. You shall adhere to Organization's policies, procedures, rules and regulations, discipline and general work practices which are subject to change from time to time.
11. You shall forthwith intimate any change in your residential address as and when any change takes place.
12. Your training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
13. Your progress in training will be reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
14. You are required to submit the following at the time of joining
 - a. For verification purpose, we need your original certificates of S.S.C, Inter, & B.Sc. and photo copies of the same.
 - b. Four passport size color photographs.
 - c. Four copies of post card size black & white group photo of yours along with your dependent parents, and your spouse & children if married.
 - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
 - e. Photo copy of SBI savings bank account passbook.
 - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list.
 - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
 - h. Certificate of the covid -19 vaccination two doses.

In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training in our organization on or before 08.04.2022. If you do not join the training before the stipulated date, this offer of training shall be deemed canceled.

We take this opportunity to welcome you to the organization and wish you good luck.

Yours sincerely,

For DIVI'S LABORATORIES LTD

K.SUBBARAO
GENERAL MANAGER (P&A)

HRD/2T/1002866860/22-23

April 28, 2022

Mr. Rajamahendraravapu Nagesh
H No 6-22-13 Kurupam Anchorage Apartment
Opposite Visakha Function Hall, East Point Colony
Visakhapatnam-530017
India

Ph: +91-9390011641

Dear Rajamahendraravapu,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

HRD/1002866860/22-23

April 28, 2022

Mr. Rajamahendrarapu Nagesh
H No 6-22-13 Kurupam Anchorage Apartment
Opposite Visakha Function Hall, East Point Colony
Visakhapatnam-530017
India

Ph: +91-9390011641

Dear Rajamahendrarapu,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **05-May-2022**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

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

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

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 will be as follows:

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

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

ANNEXURE - I

(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Mr. Rajamahendravaru Nagesh			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



OFFER LETTER

Date: 20-04-2022

To

Ms. Manisha Rani Kotana
27-11-48/2, Srinagar,
Gajuwaka, Vishakapatnam.

Dear **Ms. Manisha Rani Kotana,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee Chemist** in **R&D** department at our **Unit R&D** and you will be paid for a CTC of **Rs. 180000/-** (Rupees One Lakh Eighty Thousand only) all inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **25-04-2022** subject to the submission of medical reports and required documents as mentioned in Annexure-II. You are requested to report to the HR Department at the address mentioned below on any working day for completing the joining formalities.

R&D-I: Plot No 298/P, D No. 01-173/3/1, Pipeline Road, Phase 1, I.D.A., Jeedimetla, Quthbullapur, Medchal-Malkajgiri 500055, Telangana State, India.

The letter of appointment including all terms and conditions would be issued to you at the time of your joining. Please note that this offer is valid subject to the information furnished by you being found true & correct. On scrutiny, if found otherwise, the company reserves the right to terminate the offer.

In case you wish to leave the services after joining the company, you need to give three months' prior notice in writing. The company will not accept salary payment in lieu of notice by the employee and thus the resignee has to necessarily serve the three months' notice. The Organization may choose to release the employee in case of termination without notice period of service at its sole discretion.

Please acknowledge the receipt of this letter and confirm us your acceptance and date of reporting immediately.

With Best wishes,

For Metrochem API Pvt. Ltd


22/04/2022
Rakesh Karicherla
Head-HR



Volume • Quality



Registered Office: Flat No 302, Bhanu Endave, Sundar Nagar, Erragadda, Hyderabad 500038,
Telangana State, India.



10-Jan-2022

Bhargav Sai Karri
INDIA

Dear Bhargav Sai Karri,

1. This has reference to the selection process for apprenticeship opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected as an apprentice in Mindtree.
3. You shall initially undergo Orchard Learning Programme conducted by Mindtree, which helps you to transition to the corporate world of technology solutions.
4. You will also be required to enroll for the Mindtree sponsored M-Tech Program by Birla Institute of Technology & Science, Pilani.
5. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Hyderabad (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Hyderabad will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.
6. The period of Orchard Learning Programme is about 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.
7. The terms and conditions of your apprenticeship are set out in Annexure 1 below. This apprentice offer letter along with the terms and conditions constitute the entire agreement in relation to your apprenticeship with Mindtree.
8. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:
 - 10th, 12th and graduation (all semesters) mark sheets originals;
 - Degree completion/provisional certificate originals;
 - Pan card original;
 - Aadhaar card original; and
 - Voter ID / Driving license original.

K. Bhargav Sai



Mindtree

A Larsen & Toubro Group Company

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

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

Thank you,
For Mindtree Limited

Rosalee M Kombial
Vice President-People Function

K. Bhargav Sai

Annexure 1:- Apprenticeship Terms and conditions

1. TERMS & CONDITIONS

This offer along with its Exhibits relating to intellectual property protection and non-compete agreement annexed hereto at Exhibit 1 and Appendix's contains broad terms and conditions of service governing your apprenticeship. You are also bound by the terms in the attached Exhibits, the additional documents you execute upon joining Mindtree and other terms and conditions communicated to you from time to time including but not limited to Mindtree's Policies, rules, regulations and Code Of Conduct ("Policies"). You are requested to contact the People Function Representative for any clarifications on Policies, which are applicable to you and also refer the Mindtree intranet portal for Policies and updates.

Your apprenticeship is offered with a clear understanding that your apprenticeship is on a whole-time basis and that you will not undertake any other part time/full-time work, without the prior written consent of the Company. Other than the compensation mentioned herein, no additional payments will be due to you. We expect you to keep the compensation details confidential at all times.

2. TRANSFER

You could be transferred at Company's discretion to any of other offices/branches/subsidiaries/affiliates/holding company/department in India or outside India, should the need arise including client location on whose projects you have been deployed. You will abide by the Company's Policies as may be in effect from time to time with respect to your role, function, grade or location where you work in. In case you are deputed to a client location, you shall abide by the client policies applicable to you so that you do not commit any breach which adversely impacts Mindtree.

3. RETIREMENT

Subject to your physical fitness, mental fitness, compliance with our Policies and any other rules of the Company established from time to time and performance of your role, you shall retire on the last day of the month of your fifty eighth birthday unless an earlier date is decided mutually or under a change in laws applicable to you. For the purpose of age calculation, the date of birth as declared in the Mindtree application form will be treated as final.

4. INTELLECTUAL PROPERTY RIGHTS

If you, by virtue of your apprenticeship, conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or create documents, reports or any other material capable of intellectual property protection, those, will be fully communicated to the Company and will remain sole right/property of the Company. Additional terms and conditions related to intellectual property and non-compete are contained in the Exhibit 1 which you should carefully read and abide by.

5. CODE OF CONDUCT AND OTHER REFERENCES

An essential condition of your apprenticeship is to abide by the Mindtree Policies and all other rules notified from time to time. We recommend that you refer the Mindtree intranet and other available resources from time to time and keep in mind the terms and conditions of the Exhibits, the Mindtree

K. Bhargav Sai

Policies and other documents that you sign upon joining Mindtree. Any breach of Code of Conduct or any Mindtree Policies may result in termination of your services for breach without notice or compensation.

6. TAX IMPLICATIONS

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes. Mindtree shall make deductions of tax as required by law. Any false declarations in respect of financial disclosures shall be a cause for termination at Mindtree's discretion.

7. BACKGROUND CHECK & REFERENCES

We would be conducting a background and reference check on your educational details upon consent.

Your apprenticeship with us and your continuation in service is contingent upon our obtaining a satisfactory report on the background check conducted by our approved agency which you have mentioned in your application

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

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

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

8. ORCHARD LEARNING PROGRAM AND M-TECH PROGRAM

On joining as an apprentice, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities. Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

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

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

K. Bhargav Sai

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

As you have been informed, you have been selected to enroll in the four (4) year M-Tech Program provided by Birla Institute of Technology & Science, Pilani. The said M-Tech Program is being sponsored by Mindtree and therefore you are required to ensure that you complete the course on time and with the utmost dedication. In the event you are unable to complete the program for reasons solely attributable to you or if you leave Mindtree, Mindtree will be entitled to recover from you an amount equal to INR 75,000 (Rupees Seventy Five Thousand).

You also agree that in the event you are unable to complete any semester of the M-Tech Program for reasons solely attributable to you as per the timelines prescribed in the M-Tech Program, Mindtree will not be obligated to pay your fees for the next semester and in the event you wish to continue the M-Tech Program, you will be required to incur any extra costs for completing the semester and you will also be required to pay the fees for the next semester.

9. PERSONAL DATA

For the purposes of your apprenticeship, We need to collect, hold, process and transfer your Personal Data about you (such as your name, date of birth, education, contact information, PAN, Aadhar number etc.) as it is necessary for the administration, management and performance of your apprenticeship contract. We shall provide you a Privacy Notice upon acceptance of this offer to make you aware of what personal data We collect, how We use it and how We protect it during the course of your apprenticeship.

10. COMPENSATION AND BENEFITS

During the apprenticeship period, you will be paid a stipend as detailed in Appendix 1. All payouts will be on the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout. You will be covered under insurance from the date of joining, as detailed in Appendix 1.

11. VACATION AND LEAVE

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

12. TERMINATION

a) Termination for cause

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

- Failing to meet the qualification criteria during the Orchard Learning Program assessment

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- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations
- Non-compliance with the M-Tech course requirements or code of conduct violation in BITS Pilani.

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

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

b) Termination for convenience

If you wish to terminate your apprenticeship during apprenticeship period, you will be required to notify your resignation in writing by giving atleast 3 months advance notice. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

Common guidelines to be complied with, on termination for any reason

- On termination of your apprenticeship for any reason, you shall comply with Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.
- In the event of your termination of apprenticeship for any reason prior to completion of the M-Tech Program you will be required as mentioned in Clause 8 to repay an amount equal to INR 75,000 (Rupees Seventy Five Thousand).

13. OTHER AGREEMENTS

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those agreements at the time of joining and during the tenure with the Company. You may also be required to sign other agreements with the Company, as the Company may

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decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

14. REIMBURSEMENT OF TRAVEL EXPENSE FOR JOINING MINDTREE

Expenses incurred by you for joining at a Mindtree location will be borne by you and will not be reimbursed by Mindtree. This clause is not applicable in case the program is to be conducted virtually throughout.

15. PERSONAL SAFETY AND CONDUCT

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

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Appendix 1

Stipend Details

The monthly stipend payable to you in the first year of service will be equal to INR 15,750 . This will be excluding the corporate insurance cover, the cost of which will be borne by Mindtree.

Particulars	Amount
Stipend	15,750.00
Insurance	550.00
Total Monthly Gross	16,300.00
Annual Cost to Company	195,600.00

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Exhibit 1 - INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE AGREEMENT

THIS AGREEMENT FOR INTELLECTUAL PROPERTY PROTECTION AND NON-COMPETE is executed between Mindtree Limited, incorporated under the Indian Companies Act 1956 with its registered office at Mindtree Ltd., West Campus, Global Village, RVCE Post, Mysore Road, Bangalore-560059, hereafter referred to as "Mindtree" and **Bhargav Sai Karri** hereinafter "You" upon acceptance of the apprenticeship offer and joining Mindtree in an apprenticeship status under the Apprenticeship Contract.

Your apprenticeship commences on the date of joining Mindtree as mentioned in the Joining Report you sign. This Agreement is deemed effective from such joining date.

You understand that Mindtree has developed and uses commercially valuable information including but not limited to technical, non-technical and other information in the various existing and projected areas of our business. To protect our legitimate interests, it is necessary to protect certain information (1) as confidential and trade secret and/or (2) by intellectual property rights such as patent, copyright, and/or other means of protection available under the laws (Information).

You may become acquainted and deal with such Information and may contribute to such information during your apprenticeship. Hence to protect such valuable information, in consideration of the stipend Mindtree provides to You, You hereby accept the terms and conditions below:

1. DEFINITIONS

As used in this Agreement, the terms have the below definitions and as defined in the Offer Letter above:

- a) "Cause for termination." "**Cause**" shall be defined to mean any reason or rationale for which Mindtree in its sole discretion and reasonably discretion deems it necessary to terminate, dismiss or suspend your services. Causes for dismissal include but not be limited to: Misconduct or negligence in the performance of, or persistent failure to perform your duties as an apprentice; Commission of an act of dishonesty, disloyalty or fraud in connection with your apprenticeship; Drug or alcohol use, or being under the influence of same, during working hours or on duty of Mindtree, conviction of, or plea of nolo contendere in, a crime, whether or not related to your apprenticeship; Breach of the provisions of this Agreement, conditions of the offer letter set out above (Offer Letter), Code of Conduct procedures or breach of Mindtree or applicable client policies, commission or omission of any act which is detrimental to reputation of the Company.
- b) "**Client**" shall mean such entities which are engaged or in the process of or have the prospect of entering into a business relationship with Mindtree or its affiliates or subsidiaries.
- c) "**Compensation**" means all payments and benefits provided to You by Mindtree during your apprenticeship, including, but not limited to, those set forth in the Offer Letter which shall be sufficient for and be deemed to be part of consideration for this Agreement as well.
- d) "**Output**" means those work products including but not limited to codes, derivatives customizations, enhancements, applications, documents, reports, proposals, statements, work flows and all other material. You make resulting partly or wholly from your apprenticeship with Mindtree.
- e) "**Employer or Company**" means Mindtree Limited and any business entity, which may be a subsidiary or affiliate of Mindtree Limited.

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f) **"Intellectual Property"** means all innovations, inventions, technology, engineering, trade secrets, trademarks, patents, copyrights to any copyrightable material, software systems, designs, programs, improvements, modifications, marks, mask works, new ideas, concepts, work products and developments, publications, manuals, business procedures, business, operational and marketing plans, programs, and processes, policies, techniques, know-how and methods of operations of Mindtree, including any such items developed, conceived or originated, either individually or jointly with others, by You during the course of your apprenticeship with Mindtree. The definition of "Intellectual Property" is intended to have the broadest meaning as permitted under applicable laws.

g) **"Prospect"** means and includes the entities with which Mindtree aspires to have a business agreement or understandings.

h) **"Restricted Period"** shall mean the period of apprenticeship and a further period ending 12 months following the termination/resignation or otherwise ending of your apprenticeship with Mindtree.

2. REPRESENTATIONS AND WARRANTIES.

You represent and warrant that:

a) Your apprenticeship with Mindtree does not cause directly or indirectly the breach of any agreements between You and third parties and you have no conflict of interest in your apprenticeship with Mindtree.

b) You warrant that Mindtree is the sole and exclusive owner of all rights and remedies in Confidential Information you receive from Mindtree and Intellectual Properties you create for Mindtree.

c) You shall not engage in any action, or refrain from engaging in any action, where such action or inaction or act or omission may cause directly or indirectly the breach of any agreements between You and third parties including but not limited to confidentiality or non-disclosure agreements or breach of Intellectual Property Rights.

d) You shall devote full time and attention to your Mindtree apprenticeship and perform your obligations in full compliance of Policies/practices of Mindtree as updated from time to time.

e) The Compensation included in the Offer Letter is the full and total compensation for the services and for the commitments made under this Agreement. You are not entitled any other compensation which is not included in the Offer Letter including, but not limited to, royalties, bonuses, and additional benefits.

f) You agree to hold in confidence all Confidential Information disclosed to you or developed by you in connection with the apprenticeship and agree that Mindtree is the sole and exclusive owner of all rights and remedies therein. You shall not, without our written permission use the Confidential Information for any reason other than to enable You to properly and completely perform the apprenticeship obligations. You shall not reproduce or make copies of the Confidential Information or of your Output, except as required in the performance of your apprenticeship.

g) Upon termination of your apprenticeship for any reason whatsoever, You shall promptly return all Confidential Information and all correspondence, drawings, blue prints, manuals, letters, notes, notebooks, reports, flowcharts, programs, proposals, documents concerning our Clients and all other documents, writings, and materials, laptops, software, tools or other assets utilized by You together with any copies or other reproductions thereof made by You or in your possession or control.

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- h) You have a 'Duty to Speak' and You shall immediately notify us of any information or event which comes to your attention which indicates there has been or might be a loss of confidentiality of such Confidential Information or an actual or potential compromise of Mindtree or its Clients' Intellectual Property Rights.
- i) You agree to abide by the requirements defined under any security, privacy or other regulations or certifications which Mindtree is obligated to comply or is certified to be certified in future.
- j) You shall comply with all reasonable requirements/obligations which Mindtree or its Clients require You to undertake including additional background checks or verifications from time to time, access restrictions, trading compliance requirements etc.

3. INTELLECTUAL PROPERTY OBLIGATIONS

- a) All works resulting from your apprenticeship are "works made for hire" as defined by international copyright laws. You shall promptly disclose to us and or to our Clients as necessary, in writing if requested, any and all inventions conceived or made by You during the period of your apprenticeship.
- b) You hereby assign all of your interests in your Output to Mindtree. Without any additional Compensation or payments of any kind, you shall execute any and all applications, assignments or other instruments which are deemed necessary to apply for Intellectual Property Rights registrations anywhere in the world.
- c) You shall comply with all Mindtree and its Clients' policies that may be in effect from time to time relating to record keeping related to Intellectual Properties.
- d) You shall place all appropriate notices of patent rights, trademark rights, and copyrights and all other Intellectual property Rights on all works resulting from your apprenticeship.
- e) You understand that subsequent to the apprenticeship termination or retirement as the case may be, your assistance may be needed in regard to securing, defending or enforcing any Intellectual property Rights in which you may have been an inventor or co- inventor. If your assistance requires substantial utilization of your time. We shall pay reasonable compensation at a rate to be agreed but not higher than the last salary paid to you by Mindtree. Such assistance may include but may not be limited to executing any and all documents, patent, copyright or other applications and assignments to us or our designee (s), making and keeping proper records, and giving evidence and testimony.
- f) In case of a dispute between You and Mindtree where you have or are alleged to have copied or published or distributed or have done any act in respect of our Confidential Information or our Clients' Intellectual Property which has breached or is likely to breach our rights and remedies herein, the presumption of a breach by you shall be at the highest level allowed by law and the burden of proving otherwise shall rest with you.
- g) The terms of this section shall survive termination of your apprenticeship or retirement.

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4. INDEMNIFICATION

You shall indemnify Mindtree, its directors, employees from and against any loss, damage, or injury Mindtree suffers or is likely to suffer as a result of any of your breach of this Agreement, breach of any third party intellectual property by You, breach of the terms of your Offer Letter or that of Mindtree's Policies/practices and for all acts or omissions. Such indemnity shall include but not be limited to losses, damages, injuries, or liabilities, losses, expenses, attorney fees, liabilities, costs of suits, costs or arbitration, or costs or appeal, etc. The indemnity obligation herein shall survive of your apprenticeship or retirement.

5. REASONABLE NON-COMPETE

i) You warrant that during the Restricted Period:

a) You shall not engage directly or indirectly in any professional services or employment nor advice, manage, render or perform services to or for any person or entity during the term of your apprenticeship with the Company. You agree that Mindtree's services are highly specialized. You further agree that the identity and particular needs of the Mindtree's Clients are not generally known in the industry. Documents and other information regarding Mindtree's services, pricing and cost as well as information pertaining to Mindtree's Clients including but not limited to identity, location, service requirements and charges to the Clients are highly confidential and secret and hence, you shall not for a period of one year from the termination / resignation / severance of your contract of apprenticeship for any reason whatsoever, directly or indirectly engage yourself in any capacity in any professional service or employment which is engaged in a business competitive to that of the Company within the geographical location wherein the Company does its businesses. You are, however free to engage yourself in any profession or employment provided your such future engagement is not competitive and such engagement is in full compliance of all the terms of your apprenticeship terms.

b) Shall not own an interest in any business which directly competes with Mindtree, except, however, nothing herein shall preclude You from owning, as a passive investor, up to one percent (1%) of the outstanding shares in a publicly traded Company for the shares of which an active public trading market exists.

c) And during the term of your apprenticeship, shall not under any circumstances, directly or indirectly solicitor attempt to solicit the Mindtree's and/or any of its subsidiaries' and/or affiliates' and/or group companies' personnel to leave the employment of Mindtree and/or any of its subsidiaries and/or affiliates or apply for employment with any third party or encourage such personnel of the Company. You have further agreed that you shall not engage in soliciting business or allied business that is in any way similar, identical or competitive with the business, activities, services of the Company, or with those Clients of Mindtree with whom you may have had any contact during your apprenticeship and for a period of one year after your apprenticeship ceases with us.

ii) During your apprenticeship, you shall not establish, work for, consult to, or assist in any way, whether in a paid or unpaid capacity, any individual, partnership or other business entity or associate as a sole proprietor, owner, employer, partner, principal, joint venturer, associate, consultant, contractor or otherwise which competes with Mindtree with respect to any of the services, products, trade secrets, Information, Inventions or other matters of Mindtree unless expressly such association has been preapproved in writing by Mindtree.

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You confirm that you have assessed the terms of this section carefully and accept these upon having conducted appropriate verifications of your own.

6. GENERAL

- a) In the event of any material breach of any obligation of this Agreement, Mindtree reserves the right to take any appropriate legal action before the competent local court. Additionally, in view of the nature of IT Services business where a breach can cause irreparable loss or damage, Mindtree may at its sole discretion seek immediate injunctive relief or specific performance of your obligations in addition to any other remedy or damages in law or equity.
- b) This Agreement along with conditions of the Offer Letter, the Code of Conduct Procedures, the Joining Report and Mindtree Policies form the framework of your apprenticeship and governing conditions.
- c) If any provision of this Agreement shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect to the extent possible under applicable laws.
- d) Each and all of the provisions of this Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of Mindtree.
- e) This Agreement shall be construed according to the laws of the Republic of India and subject to the exclusive jurisdiction of Bangalore courts.
- f) The terms of this Agreement shall remain in full force and effect both during the continuation of your apprenticeship, and after termination of your apprenticeship for any reason whatsoever as per survival provisions mentioned herein.
- g) Any failure by Mindtree to enforce at any time any of the provisions of this Agreement shall not operate as or be deemed a waiver of such right, privilege or remedy or as a waiver of any preceding or succeeding breach by You.

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Mindtree

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Code of Conduct

Summary:

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

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

Objective:

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

Eligibility/Applicability:

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

Code of Conduct :

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

1) Personal Interest v/s Mindtree's interest

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

2) Use of proprietary or confidential information of third party

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

3) Office for Profit

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



4) Vendor relationship

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

5) Using Mindtree's time and assets

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

6) Personal Relationship

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

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

7) Equal Opportunity

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

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

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

8) Dating/Romantic/Sexual Relationships

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



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

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

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

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

9) Personal Behavior

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

10) Breach of Discipline

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

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



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

11) Usage of Assets

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

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

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

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

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

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



12) Workplace Etiquettes

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

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

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

13) Information Disclosure

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

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

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

14) Information privacy

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

Agreed and Accepted

Signature : K. Bhargav Sai

Name : Karri. Bhargav Sai K

Date : Jan 13, 2022

Mindtree Offer Letter

Final Audit Report

2022-01-13

Created:	2022-01-11
By:	Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVbkCAUdNr_zp0UAyhHoxwWa7bzPXKpg4

"Mindtree Offer Letter" History

-  Document created by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
2022-01-11 - 1:29:21 AM GMT- IP address: 20.44.36.221
-  Waiting for Signature by Karri. Bhargav Sai Kumar (bhargavsaikumarkarri8522@gmail.com)
2022-01-11 - 1:29:25 AM GMT
-  Document e-signed by Karri. Bhargav Sai Kumar (bhargavsaikumarkarri8522@gmail.com)
E-signature hosted by Mindtree Talent Acquisition Team (Do-Not-Reply@mindtree.com)
Signature Date: 2022-01-13 - 2:07:02 AM GMT - Time Source: server- IP address: 223.187.60.40
-  Agreement completed.
2022-01-13 - 2:07:02 AM GMT



STRICTLY PRIVATE & CONFIDENTIAL

Date: 19-Jan-2022

To,
Tejasri Mondli,
vishakapatnam,
Andhra Pradesh,
India.

Dear Tejasri,

We are pleased to offer you the position of **Process Executive Trainee** at Patra India BPO Services Pvt. Ltd., with a start date of **24-Jan-2022 (Tentative)**.

Your starting CTC will be **Rs. 145500.0 Per Annum**

We hope your careful consideration will result in a decision to join us.

Please note that this offer is conditional upon successful references.

A detailed salary structure and the employment conditions can be found in the Appointment agreement.

Kindly confirm your offer acceptance within 24 hours to talentacquisition@patracorp.net

We look forward to your joining and becoming a part of the Patra India BPO Services Pvt. Ltd., Family.

Authorized Signatory
Patra India BPO Services Pvt. Ltd.,

Kaustubh Avhale
AGM - Human Resources

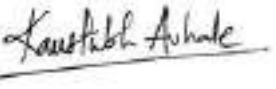
SALARY ANNEXURE (Benefits Monthly and Yearly)

Particulars	Per Annum (INR)	Per Month (INR)
Basic	60802.0	5067.0
HRA	35766.0	2981.0
Medical	11922.0	994.0
Special Allowance	10730.0	894.0
Base	119220.0	9935.0
Conveyance allowances	0.0	0.0
Canteen Concession	0.0	0.0
TA (Internet Allowances)	12000.0	1000.0
Gross	131220.0	10935.0
Deductions		
ESIC Employer Contribution @ 3.25%	4260.0	355.0
ESIC Employee Contribution @ 0.75%	984.0	82.0
PF Employer Contribution 12% or 1800 whichever is less	10020.0	835.0
PF Employee Contribution 12% or 1800 whichever is less	10020.0	835.0
Take Home	120216.0	10018.0
CTC	145500.0	12125.0

CTC: Rs. 145500.0 Per Annum

Variable Pay: All confirmed employees are paid incentives periodically based on individual as well as company performance.

Authorized Signatory
Patra India BPO Services Pvt. Ltd.,



Kaustubh Avhale
AGM - Human Resources

Patra India BPO Services Pvt. Ltd.,

Regd. No CIN U72200AP2007PTC052623)

D.NO: 37-5-88/1, Varun Point, Manchukonda Gardens,


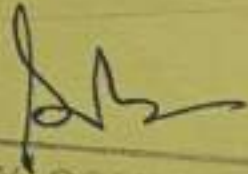



Murali Nagar, Visakhapatnam - 530 007

Ph. No. +91 891 - 2550325 www.patraindia.in

ALLOWED WITH VALID
VEHICLE DOC D

*This is not a Gate Pass

7565

Work Area Admin Building		WORKER CARD		Valid Upto:		Photo	
Work Permit Start Date: 11/03/2024 12:00 AM		Gate Permit Reauthentication Date: 02/05/2024 12:12 PM		31/07/2024 12:00 AM			
ID	Name	Work	Contractor				
277358	MAHESH TITTHI	Work-ID: 73928 LOA:PO-4600078769 Office Assistance for C&M & PPG at CPG-3 NTPC Simhadri Start-End: 1/5/2024 - 30/4/2026 Area(Zone):Admin Building Location:CPG-3 C&M Work Nature:OTHERS	Swayambhuvan LLMAL Co-op Society Ltd				
Skilled Qual: Gender: DOB:9/5/1999	Mobile: Emergency Contact: Father/Husband: Address:PARAVADA						
Identification Mark	Medical Condition	Medical clearance	Safety clearance	HS Verified	CISF Seal		
	Blood Group:Not Known Fit	22/9/2023 Medical Test Date:- 24/2/2023	9/4/2024	1/5/2024			
Height Safety Clearance	Electrical Safety Clearance	Confined Space Clearance	Ground Safety Clearance	Acid & Chemical Clearance	Police Clearance	CISF Clearance	
 (X)	 (X)	 (X)	(G) (✓)	(ACID) (X)	(X)	(✓) 7/3/2024	
PF UAN Number		LWF Number		ESI IP Number		ESI Issue Date	
Aadhar Number 655880047074							

COY. COMMANDER
CISF UNIT NTPC SIMHAD

Date: Aug 18, 2021
Offer No : QS2286592

SONDI ANITHA
VISAKHAPATNAM
VISAKHAPATNAM 530001
ANDHRA PRADESH

FIXED TERM EMPLOYMENT CONTRACT

Dear **SONDI ANITHA**

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 VODAFONE IDEA LIMITED 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 AUG 19, 2021 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 AUG 19, 2021 to AUG 19, 2022.

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. During the term of your employment with the Company, you may be transferred in such capacity that the management may determine, to any other entity, department, branch, location under the same management, whether existing or to be set up in future. The terms and conditions applicable to such other place / establishment will apply to you.

Quess Confidential
Page 1

Offer No : QS2286592

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.quesscopy.com> | Toll Free No: 1800-572-3333



TO CHECK IF YOUR OFFER LETTER IS GENUINE.
Open the camera on your smart phone and scan.



Employee Signature

POSITION:

You are appointed as CCE.

REMUNERATION:

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

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 19, 2022 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 recorded through Mobiles application developed by Quess, and maintained by contact person at QUESS.

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 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 15 day's

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Offer No : QS2286592

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QUESS Corp Limited (Formerly IKYA Human Capital Solutions)

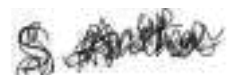
3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.queesscorp.com> | Toll Free No: 1800-572-3333



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Employee Signature

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:

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

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Offer No : QS2286592

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QUESS Corp Limited (Formerly IKYA Human Capital Solutions)

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Employee Signature

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 only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

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.

The Employee will have to undergo training, on basis successfully completing training the associates will be confirmed to join the organization.

You will have to undergo a mandatory training program for a specific period of 25 days. At the end of the training program you will be evaluated on requisite skills and only upon successful completion of the training and evaluation to the satisfaction of the Company, you will be confirmed to join the organization under Fixed Term Employment Contract. Notwithstanding anything in this offer of employment, the Company reserves its right to withdraw the offer, if in the opinion of Company you have not successfully completed the training and fail the evaluation conducted.

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Offer No : QS2286592

QUESS Corp Limited (Formerly IKYA Human Capital Solutions)

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Employee Signature

You shall report to work on Aug 19 2021 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
COO Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same 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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Offer No : QS2286592

QUESS Corp Limited (Formerly IKYA Human Capital Solutions)

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<http://www.quescorp.com> | Toll Free No: 1800-572-3333



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Employee Signature

Annexure A

Compensation Sheet

Offer No: **QS2286592**

Associate Name: **SONDI ANITHA**

Designation: **CCE**

Location: **VISAKHAPATNAM**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	10439	125268
House Rent Allowanc e	5220	62640
Statutory_ bonus	870	10440
Gross Salary	16529	198348

Employer's Contribution		
Employer_esi	538	6456
Employer Provident Fund	1357	16284
Total Contribu tion	1895	22740
Cost to Company : (CTC)	18424	221088

[Handwritten Signature]

Tej Hans Raj Singh

COO Staffing

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Offer No : QS2286592

QUEST Corp Limited (Formerly IKYA Human Capital Solutions)

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.questcorp.com> | Toll Free No: 1800-572-3333



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[Handwritten Signature]

Employee Signature

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 App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId	-	QS2286592
Login	Password	- password
Transaction	password	- password

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Page 7

Offer No : QS2286592

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<http://www.queesscorp.com> | Toll Free No: 1800-572-3333



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Employee Signature

DISCLAIMER

To whomsoever it may Concern

I, SONDI ANITHA , Offer ID QS2286592, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Offer No : QS2286592

QUESS Corp Limited (Formerly IKYA Human Capital Solutions)

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

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Employee Signature

Reliance SMSL Limited

Ref No. HR/DEC/21/K1/60245176/1001084282

Date: 10.12.2021

Gattum Apparao
1-63, chinna kolam, chinna Kolam
Andhra Pradesh, India
531028

Offer-cum-Appointment Letter

Dear Gattum,

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 **CSA Cashier** in the employment of the company subject to your joining on or before **14.12.2021**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Cashier** in Grade **K1** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 126552/- per annum** as below:

	Rs. per month
Basic	6500
HRA	4046
Conveyance Allowance	
Monthly Gross	10546
Annual Gross	126552

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

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 the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**



Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**

Reliance SMSL Limited

Annexure - I

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. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. 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, Date of Birth and other testimonials in original together with copies thereof;
 - b. Copies of your passport photographs with grey background;
 - c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. 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.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

Reliance SMSL Limited

12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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. Return to work within 8 days from the commencement of such absence and
 - c. Give an explanation to the satisfaction of the Management regarding such absence.
19. 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 month in writing by either side or payment of one month'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.
20. 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.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. 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.

Reliance SMSL Limited

24. 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.
25. 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.
26. 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.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. 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.
29. 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.
30. 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.
31. 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.
32. 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.
33. 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.
34. 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.
35. 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.

Reliance SMSL Limited

36. 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.

Reliance SMSL Limited

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 : _____

LifeMitra

Insurance Advisor



Name: **Rupa Chodipalli**

Life Mitra Code No.: **SLI991516307**

Branch Name: **Parvathipuram**

Valid Upto: **30/06/2025**

Issuing Authority Sign

The card holder is authorized to solicit life insurance business on behalf of SBI Life Insurance Company Ltd.



LETTER OF APPOINTMENT AS TRAINEE

09th, December 2021

To,

Name: Ms. Songala Prasanna
Address: Gajuwaka bc road visakhapatnam, 530044.
Mobile: 9346489448

Subject: Training Appointment letter

Dear Ms. Songala Prasanna,

Yalamanchili School of Learning Pvt. Ltd. (the Company) is pleased to extend you this appointment in Software Development Division. This appointment is conditional on you attending and successfully completing the training offered by the company within the stipulated period. If you accept this appointment, you will begin your training with the Company on 15-Dec-2021, at Vishakhapatnam, Andhra Pradesh. The training will be for a minimum of 75 training days and a maximum of 150 training days. However, in special circumstances the company has the right to extend the training period, keeping in mind the benefit of the trainee.

You will be trained in the function you have received your appointment. Training program is aimed at strengthening the concepts, imparting domain knowledge, understanding the company's products and solutions, and enhancing the skills of the individual. Training is imparted by way of class room sessions, gaining practical experience by working in projects and gaining hand-on experience by working on real time client projects. You shall diligently and promptly attend to the training, complete the assignments entrusted to you from time to time within the time limits stipulated by the Company to the satisfaction of the Company. Training will be conducted from Monday to Saturday (except National Holidays). You are required to be punctual (report at least 15 minutes before the start of your shift) and be attentive during the training.

During the period when you are in training, the Company agrees to pay you a "Stipend" as per the terms of the Agreement for Training. You will be paid a Stipend of INR 8000/= per month (Rupees Eight Thousand Only) once you have demonstrated to the company that you have successfully completed your degree with no arrears / backlogs. As a trainee, you will not receive any other benefits that regular Company employees receive, including, but not limited to health insurance, vacation or sick pay, paid holidays and any other employee benefits.

Based on the performance in your training, and after undergoing a minimum of 75 days of training or post successful completion of the training period, at the discretion of the company, you will be given an Employment offer as a full-time employee of the company on a fixed Term employment basis for period of two years. You will have to sign the Company's fixed term Agreement of Employment post successful completion of training period.



On employment, the company agrees to pay you a minimum salary as mentioned below and could be higher based on your performance as per the company policy.

S.No	Offer Letter Particulars	Monthly	Annual
i	Basic Salary	6,250	75,000
ii	House Rent Allowance	1,620	19,440
iii	Shift Allowance	3,000	36,000
iv	Statutory Bonus	1,400	16,800
v	Other Allowance	230	2,760
vi	Total Monthly Gross (Sum i to v)	12,500	150,000
vii	Employer Provident Fund	1,138	13,656
viii	Gratuity	301	3,606
ix	Employer Contribution to ESI	361	4,332
x	Group Medical & Personal Accident Insurance*	234	2,811
xii	Grand Total	14,534	174,405

* Group Accidental Insurance coverage for Rupees Three Lakhs and Medical Insurance policy coverage for family (includes spouse & 2 children) for Rupees Fifty Thousand. This will be taken within six months from your date of joining.

In case your performance is not to the satisfaction of the company, the company will NOT provide an offer of employment and the training will be discontinued as per the terms of the Agreement for Training.

The above mentioned Employment opportunity is subject to the following conditions (together the Conditions):

- you successfully completing the training offered by the company within the stipulated period;
- your satisfactory completion of any medical examinations, clearances and tests as required for the purposes of the company;
- satisfactory verification by the Company of your education certificates, background checks and if required, in the Company's sole discretion, references from your previous employers;
- you accepting and signing the Terms and Conditions of the Employment agreement.

The Company accepts no liability for any losses and costs incurred by you. Notwithstanding any rights or privileges accruing under the Labor Law, the company reserves the right to amend any or all of these terms and conditions by giving reasonable notice in Writing.

As a member of Yalamanchili team, we would ask for your commitment to conduct oneself properly during the course of training. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of the company. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

This conditional appointment offer will remain open for acceptance for a period of Seven (7) calendar days from the date of this letter. If we do not hear from you by this date, this conditional offer will be withdrawn. In case of acceptance, please sign the letter and the agreement of training, and send the scanned copy to the company.



We have the pleasure of having you as part of Yalamanchili team and look forward to your support and contribution in building this company.

With warm regards,

A handwritten signature in black ink, appearing to read "S. Bhargavi", is positioned above a horizontal line.

Authorized Signatory
Name: S Bhargavi

Agreed and Accepted,

Name: Ms. Songala Prasanna



AGREEMENT FOR TRAINING AND EMPLOYMENT

This Training Agreement (Hereinafter referred as, the “Agreement”) is entered into on this 09th day of December, 2021 at Vishakhapatnam.

BY AND BETWEEN

Yalamanchili School of Learning Private Limited, (Company Number: U65993TN1999PTC043523), a Company registered under the Companies Law, Ground Floor, No. 41 & 42, 7th Link Street, Nehru Nagar, Kottivakkam, Chennai - 600 041 and having branch office at 50-80-71, Floor-V, Aditya Complex, Rajendranagar, Seethampeta, Visakhapatnam-530016 (hereinafter referred to as “**The company**”) which expression shall, unless repugnant to the context or meaning thereof, be deemed to include, its representatives and permitted assigns), **OF THE ONE PART;**

AND

Ms. Songala Prasanna, daughter of Mr. Songala Srinivasu aged 22 years and residing at, Visakhapatnam (hereinafter referred to as the “**Trainee**”), which expression shall, unless repugnant to the meaning or context hereof, be deemed to include all permitted successors and assigns), **OF THE OTHER PART.**

The parties hereto desire to enter into this Training Agreement to define and set forth the terms and conditions of the training process;

WHEREAS:

- A. The Company is an entity engaged in the business of providing specialized skilled workers to Clients from across diverse industries including but not limited to Yalamanchili Group of companies and for the purpose of attaining its objects, the Company requires Trained professional Employees to be employed to further the business of the Company.
- B. The training premise will be at Vishakhapatnam, Andhra Pradesh.
- C. The trainee, post successful completion of training period, will be offered a fixed term employment for two years with the Company vide an Employment Offer Letter.
- D. The Company has a reasonable expectation that the trainee will apply his/her knowledge and skills learnt by him/her as a result of the Training during the course of their employment, as well as share this knowledge with other trainees / employees, whenever possible, to maximize the positive impact of the skills learnt as part of the Training in their work environment.
- E. Considering the significant investment that Training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the trainee will not resign or cause to terminate his / her employment with the Company before the cost of the Training is amortized. Accordingly, the Employee as such has agreed to continue employment with the Company for a minimum period as set out in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth below as terms of Training, it is hereby covenanted and agreed by the company and the Trainee as follows:

- a) The trainee confirms that the Training is beneficial to them and that the provisions of this Agreement are fairly and reasonably required for protection and preservation of the interest of the Company, and is not penal in nature.
- b) The Trainee agrees that the Agreement is necessitated on account of the fact that the trainee has to undergo Training at the Company's cost, expense and time to acquire necessary technical and professional skills required for discharging duties and responsibilities as that of an employee, and the trainee hereby agrees to undergo and accept the Training as defined and arranged by the Company. The Company reserves to itself the right to modify or vary, the content, without assigning any reason whatsoever.
- c) The trainee will be trained for a minimum of 75 training days i.e. three (3) calendar months and a maximum of 150 training days six (6) calendar months from the date of joining (the "Training Period"). Further, in case number of days essential for training is not complete within the time frame, the company reserves the right to extend the training. The training will be deemed complete on the last day of successful completion of the training period as ascertained above by the company (the "Date of successful Completion of training period"). Based on the successful completion of training period, the trainee will be offered a fixed term employment contract for period of two years from the date of completion. However, in case the performance is not to the satisfaction of the company, the company will not provide an offer of employment and the training will be discontinued.
- d) During the period when training, the Company agrees to pay the trainee a "Stipend" of INR 8000/= per month (Rupees Eight Thousand Only) once you have demonstrated to the company that you have successfully completed your degree with no arrears / backlogs. In cases where you are yet to successfully complete the degree and have arrears / backlogs to clear, you will be paid a Stipend of INR 6500/= per month (Rupees Six Thousand Five Hundred Only). The Stipend shall be payable after the end of every calendar month on or before the seventh (7th) of the subsequent calendar month. The monthly Stipend will be payable to you only after deducting any amounts that may be due and payable by you. The "Stipend" paid will be on a prorated basis in proportion to the number of days of training you have attended during the month. If you have attended 20 days of the total 25 days of training in a month, your stipend will be pro-rated using the formula: $(\text{No. of days of training attended (20)} / \text{Total number of days of training in the month (25)}) \times \text{Stipend Amount}$. A trainee, will not receive any other benefits that regular Company employees receive, including, but not limited to health insurance, vacation or sick pay, paid holidays and any other employee benefits. They shall not be entitled to any remuneration, perquisites or benefits other than what is expressly mentioned.
- e) The trainee hereby acknowledges and agrees that the Training will entail significant expenditure to the Company, including but not limited to, computer time, instructor time, supervisory times, software costs, the setting up and maintenance of general and special facilities for Training as well as for on-the-job skill enhancements, apart from the Trainee's recruitment costs and Stipend & benefits during period of Training. For the purposes of this Agreement, the Training costs and related expenses are estimated by the Company to be INR 150,000.00 (Rupees One Lakh Fifty Thousand only) ("Training Costs and Expenses"), which is hereby accepted and confirmed by the Trainee.

- f) The trainee agrees that as part of the Training, the trainee will use their best ability to understand and abide by the Trainee Handbook of the Company, the handbook will contain all internal rules and regulations, policies, Terms and conditions of the Company in regard to Training hours, holidays, discipline and other conditions of the Training or any directions given to Trainee by the authorized representatives of the Company.
- g) The Trainee further agrees that during the period of Training, they will abide by the instructions of the authorized representatives of the Company under whom they may from time to time be placed. The Company reserves to itself the right to modify or vary, the content, without assigning any reason whatsoever.
- h) In consideration of the expenses incurred by the Company for the trainee's Training, enhancement of skillsets, other good and valuable consideration, the receipt of which is hereby acknowledged by the trainee, the trainee agrees to serve in employment of the Company for a minimum period of Twenty Four (24) months (the "Commitment Term") from the date of successful completion of training period.
- i) If the trainee commits an act or omission with the intent to deliberately cause the Company to terminate his/her employment ("Employment Cessation"), the trainee shall be deemed to be in breach of the above obligation and the Commitment Term. The Parties agree that Commitment Term represents the minimum period by which the Training Costs & Expenses would be amortized by the Company.
- j) The trainee is aware that the Company has employed him/her in view of the trainee's commitment to remain in the Company's employment during the entire Commitment Term on signing of this Agreement, and the trainee is aware that the company has diligently made some expenditure to employ them. The trainee recognizes and accepts that the Company would be put to substantial disadvantage, inconvenience, loss, etc., in the event of the trainee not serving the entire Commitment Term.
- k) Accordingly and notwithstanding anything to the contrary:
 - i. In the event the Training Agreement is terminated by Trainee, at any time, before the completion of the Training or trainee is absent continuously for five (5) training days without any intimation prompting the Company to terminate the appointment with or without any notice as per clause (q), the trainee will be liable to compensate the company and the trainee hereby agrees and undertakes to immediately reimburse to the Company the Training Costs using the formula: $1.5 \times \text{Stipend Amount paid}$.
 - ii. In the event Employment Cessation occurs at any time but before completion of 12 months from the Joining Date (date when the trainee starts employment with the company post completion of the training period), the trainee hereby agrees and undertakes to immediately reimburse to the Company the entire Training Costs and Expenses, as per Clause (e).
 - iii. In the event Employment Cessation occurs at any time after completion of 12 months but before completion of 18 months from the Joining Date, the trainee hereby agrees and undertakes to immediately reimburse to the Company 50% of the Training Cost and Expenses, as per Clause (e).
 - iv. In the event Employment Cessation occurs at any time after completion of 18 months but before completion of 24 months from the Joining Date, the trainee hereby agrees and

undertakes to immediately reimburse to the Company 25% of the Training Costs and Expenses, as per Clause (e).

- l) The trainee's liability to reimburse the Training Costs and Expenses as per Clause (j) above is without prejudice to the Company's other rights that it shall be entitled to receive under law or equity. Additionally, the trainee's liability to reimburse the Training Costs and Expenses as per Clause (k) above shall constitute a debt owed by the trainee to the Company and shall be recoverable by the Company from the trainee with interest thereon calculated at 12 per annum compounded half yearly till realization.
- m) The trainee agrees that the Company shall at all times have lien over and the authority of deducting or appropriating towards the recovery of the trainee's liability to reimburse the Training Costs and Expenses to the Company, by way of salary, arrears of salary and all other types of remuneration and terminal benefits. Such a right of recovery shall be without prejudice to the Company's other rights that it shall be entitled to receive under law or equity.
- n) The trainee further agrees to sign all such papers, documents, promissory notes, bank guarantee, and undertakings and / or powers of attorney/letters of authority as the Company may require in this respect or under this Agreement.
- o) The Parties further agree that this Agreement shall continue to be valid and in force even if the employment of the trainee ceases or is terminated at any time during the Commitment Term.
- p) The Parties agree that:
 - i. The failure to enforce any right against the Trainee by the Company or
 - ii. Any compromise made by the Company with the Trainee for any violation of the terms in this agreement, shall not constitute a waiver of the rights that the Company enjoys against the trainee under this Agreement or under the applicable laws.
- q) It is hereby clarified that notwithstanding anything to the contrary, this Agreement shall not affect the Company's right to terminate the later employment agreement of the trainee at any time, whether during the Commitment Term or anytime thereafter. It is also clarified that nothing in this Agreement prevents the trainee from leaving, resigning from or terminating his/her employment with the Company (and accordingly this Agreement should not be construed as an employee bond) and that this Agreement stipulates only the monetary amounts that the Employee is liable and required to repay and/or reimburse to the Company in certain specific situations as envisaged in this Agreement.
- r) The Company may terminate the training agreement at any time, with or without cause and with or without notice by providing 1 days' notice and trainee will be paid stipend till the date of termination based on for the number of days they have attended training prorated on a total of 25 days of training for the month. The Training Agreement may be terminated by Trainee, at any time, by giving minimum of Five days (5) days' notice in writing to the company (notice period) without the necessity of having to assign any reason, in case the trainee terminates the agreement, they will be liable to compensate the company with the training expenses that the company has incurred during the training phase as per Clause (k). If the trainee is absent continuously for five (5) training days without any intimation, the

Company will have the right to terminate the appointment with or without any notice. In the event of termination under this Clause, the trainee shall not be entitled to either the notice period or stipend in lieu thereof and will be liable to compensate the company with the training expenses that the company has incurred during the training phase as per Clause (k).

- s) The Trainee agrees, recognizes and acknowledges that:
 - (i) He/she has been provided with a copy of this Agreement for review prior to signing it;
 - (ii) He/she has reviewed it and that he/she understands the terms, purposes and effects of this Agreement;
 - (iii) He/she has signed this Agreement only after having had the opportunity to seek clarifications;
 - (iv) He/she has been given a signed copy of this Agreement for his/her own records;
 - (v) He/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; and
 - (vi) He/she is subject to no contractual restriction or obligation that will in any way limit his/her activities on behalf of the Company or prevent him/her from performing all or any of the obligations, terms and conditions of this Agreement.
- t) During the training, trainees may have access to trade secrets and confidential business information belonging to the Company. By accepting this appointment, trainee acknowledge that they will keep all of this information strictly confidential, and refrain from using it for their own purposes or from disclosing it to anyone outside the Company, in case a leak is identified the trainee will have to pay damages to the company for the loss, that the company has incurred for leakage of confidential trade secrets. In addition, they agree that, upon conclusion of training, they will immediately return to the Company all of its property, equipment, training material and documents, including electronically stored information.
- u) If any paragraph, sub-paragraph, or provision of this Agreement, or the application of such paragraph, sub-paragraph, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such paragraph, sub-paragraph, or provision to persons, or circumstances other than those with respect to which it is held invalid shall not be affected.
- v) The terms of this Agreement are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Trainee.
- w) The trainee acknowledges and agrees that the Company may assign any of its rights under this Agreement to any person or entity. This Agreement is not assignable by the trainee.
- x) No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right under this Agreement or under law. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.
- y) No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialed by all signatories to this Agreement.



- z) The jurisdiction concerning any dispute arising out of this agreement will be in the courts in Chennai only.
- aa) In case of any internal dispute arising in the company with the trainee. First, the dispute will be subjected to internal dispute resolution board and if no conclusion is reached, on the second stage, an individual third-party mediator will be appointed by the company. Lastly, in case the dispute is not resolved with the company, the dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by legal recourse.

For Yalamanchili School of Learning Pvt. Ltd.

A handwritten signature in black ink, appearing to read "S. Bhargavi", is written over a light blue horizontal line.

Authorized Signatory
Name: S Bhargavi

I, _____ acknowledge and agree with the above terms and conditions of my training agreement with YALAMANCHILI.

Signature Date Place



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219030557/Hyderabad/BPS/BTN
Date: 15/12/2021

Ms. Sri Ragna Udayagiri
3-184/2
5th Lane
Near Arunodaya School
Visakhapatnam-530040
Andhra Pradesh
Tel# -8121264258

Dear Ms. Sri Ragna Udayagiri,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



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 have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

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 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. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 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 benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

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

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your 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 your traineeship 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 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:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's 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. Alternative Occupation / Traineeship:



During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. 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 a trainee of TCSL.

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. 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 Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated 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.

12. Background Check:

Your traineeship 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. If the background checks are unfavorable or at a variance with your own



declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

At the time of your joining traineeship, 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
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

16. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or



TCS policies/notice provided applicable at your overseas location.

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

Your traineeship 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.

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship 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 Traineeship 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.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance

Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20219030557/Hyderabad/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



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

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____.

Name:

Address:

Signature:

Date:



December 7, 2021

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear GEDDAM MAHESH,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M. Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic

program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional 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.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can 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, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

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.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% 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.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and 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 Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given 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. The allowance will be subject to tax. Book allowance is applicable only when you are 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:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored 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 program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. 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 WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
 - xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
 - xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
 - xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
 - xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
 - xix. The 8th semester of study is fully devoted for dissertation / project work
 - xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
 - xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
 - xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
 - xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
 - xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
 - xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
 - xxvi. 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.
- Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy
- ii. 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.
- iii. 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 WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP 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 WILP / Wipro, such developments will be fully communicated to the WILP 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.

9. CONFIDENTIALITY:

- i. 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).
- ii. 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.

10. 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.

11. 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.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced 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 organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. 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 without any prior notice.
- ii. The terms of this letter of enrolment 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.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, 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.
- ii. You are not eligible to receive testimonial 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Upon accepting 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 of joining WILP program.

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 submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

I **GEDDAM MAHESH**, 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."

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.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms 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 Trainees 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.

ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills

towards usage of this amount.

- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. 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 that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.

- ii. 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:

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.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.

- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ Accept ☐ Decline

☒ **Signature** GEDDAM MAHESH 7/12/2021 6:27 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

22442228

OFFER OF EMPLOYMENT

Date: 21 July 2022

Ref App No. : **HA1A108**

KONA KALYAN

Dear KONA KALYAN

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in QC Department. You are required to report on **27-07-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankalapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 1,66,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

For Shakya HR Solutions Pvt Ltd.

**YEDDULA
BHARATHI**

Digitally signed by
YEDDULA BHARATHI
Date: 2022.07.21
17:03:36 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

LL/HR/Off/MRF 260(07)/Unit 03/May 2022/125

04th May 2022

**Mr. Vinay Tompala,
S/o. Mr. Satyanarayana T,
D.No: 4-112/4, N N Colony,
Karlemma (VIII), Kotturu (MD),
Srikakulam Dist.**

Dear Mr. Vinay,

Sub: Letter of Offer

This has reference to your application and the discussions we had with you. We are pleased to offer you the position of **'Trainee'** in **"Manufacturing Department"** at our **Drug Substance Unit 03** facility at Parawada, Visakhapatnam on the following terms and conditions:

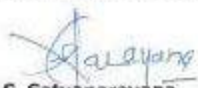
1. Your gross remuneration will be **₹ 1,80,000/- (Rupees One Lakh Eighty Thousand Only)** per annum Cost to Company (inclusive of all annual and statutory benefits).
2. You will be under **training for a period of one year.**
3. A formal letter of appointment will be issued to you at the time of joining.
4. You will be governed by the Rules & Regulations of the company that are in force at present and the changes that take place from time to time.
5. You are required to sign a separate confidentiality agreement with the company, which will form part of the appointment letter.
6. You are required to undergo a pre-employment medical check-up, which is arranged by the company. This Offer of Appointment is subject to your Physical fitness.
7. You are requested to bring following documents in original at the time of reporting for duty.
 - a. Proof of date of birth /SSC/ HSC certificates stating date of birth
 - b. Original Certificates of your educational qualification and a photocopy of the same
 - c. Five passport size photographs
 - d. Two reference letters from acquaintances other than relatives
 - e. Photo copies of Passport or Driving license, Aadhar Card and PAN card
 - f. **Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy and Aadhar Cards of dependent family members**
 - g. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.

We request you to join the organization on or before **06th June 2022**. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Yours sincerely,
For **Laurus Labs Limited**,

I accept to the above terms and conditions.



Dr. C. Satyanarayana
Chief Executive Officer

Signature:
Name:
Date:



Name : P. MADHAVI

Age/Gender : 22 / F

Designation : Phlebotomy Technician

Blood Group : A+ve

Contact No : 9640980194

☎ 0891-2728555, 9492845959

📍 Maharanipeta, Vizag-2

Door No. 17, 1, 28, Sarojini Naidu Towers, Opp. KCH Tower



OFFER OF EMPLOYMENT

Date: 13 Sep 2022

Ref App No. : **HA1A120**

REKHA DURGA BHAVANI

Dear REKHA DURGA BHAVANI

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **19-09-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 166,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

For Shakya HR Solutions Pvt Ltd.

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____



OFFER OF EMPLOYMENT

Date: 21 July 2022

Ref App No. : **HA1A109**

GURRALA PRASANNA LAXMI

Dear GURRALA PRASANNA LAXMI

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **27-07-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 1,66,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

For Shakya HR Solutions Pvt Ltd.

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____



OFFER OF EMPLOYMENT

Date: 07 Sep 2022

Ref App No. : **HA1A115**

YELLAPU MADHU

Dear YELLAPU MADHU

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **12-09-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 166,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

For Shakya HR Solutions Pvt Ltd.

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

Ref: HR/JUN/22/A3/60377755/60162129/1001255886

Date: 30 June, 2022

Mr. Gondela Sai kumar
B.N.R NAGAR RAVINDRA NAGAR
LOD DAIRY FORM
Krishna Puram 530040
Andhra Pradesh, India

Dear **Mr. Gondela**

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

We are pleased to offer you employment as **DMIT in Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Vijayawada, Andhra Pradesh.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 30 July, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 25,680/- (Rupees Twenty Five Thousand Six Hundred Eighty Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @ 4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
www.relianceretail.com

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Ankur Shukla
Head - Human Resources

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____

DATE: _____

Annexure 1A		
Name: Gondela Sai kumar		
EARNINGS		
CTC Components	Proposed CTC (Rs.)	
	Monthly	Annual
A. Fixed Pay		
1 Basic Pay	9,838	1,18,058
Choice Pay		
2 Conveyance	Refer to Annexure 1B	
3 Fuel & Maintenance	Refer to Annexure 1B	
4 Leave Travel Allowance	Refer to Annexure 1B	
5 Medical Reimbursement	Refer to Annexure 1B	
6 Bonus*	1,968	23,612
7 Residual Choice Pay	4,052	48,622
Housing		
8 House Rent Allowance	4,919	59,029
Retirals		
9 PF - Employer Contribution	1,667	20,002
10 Gratuity (4.81% of Basic)	473	5,679
Total Fixed Pay [A]	22,917	2,75,000
Total CTC (A)	22,917	2,75,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p> <p>(**) For Insurance Premium debits, please refer Annexure 1B</p>		

Insurance (Pay Slip Debit As Per Grade)	Monthly	Annual
GPA Insurance Premium		
Group Term Life Insurance Premium		
Medical Insurance Premium		

Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially 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 30 days' notice in writing by either side or payment of 30 days 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, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company 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 company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the 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. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. 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.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. 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 missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company 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.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any 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. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** 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:
 - 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
- e. **Medical Fitness:** The Management 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 may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** 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 action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, 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.
- i. **Harassment:** 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.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. 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.
- b. **Rules Regulations and Policy on Ethics:** 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 company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** 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.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

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.

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 confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:



OFFER OF EMPLOYMENT

Date: 07 Oct 2022

Ref App No. : **HA1A126**

BONGARAM DHANUNJAY

Dear BONGARAM DHANUNJAY

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **12-10-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 166,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

For Shakya HR Solutions Pvt Ltd.

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____



hospital

J.J. HOSPITAL



Manshini Bhudevi

Receptionist

Id No.:132

Cell : 9704369673



A+ve

Authorised Signatory

HRD/2T/1004837467/22-23

December 23, 2022

Ms. Adireddy Pavani
1-71, Kothapalem,
Malliveedu(Post),
Vijayanagaram-535161
India

Ph: +91-7330725212

Dear Adireddy,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

HRD/1004837467/22-23

December 23, 2022

Ms. Adireddy Pavani
1-71, Kothapalem,
Malliveedu(Post),
Vijayanagaram-535161
India

Ph: +91-7330725212

Dear Adireddy,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **08-May-2023**.

Location

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

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

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

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Systems Associate** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2023-24 will be as follows:

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

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name Location

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

ANNEXURE - I (Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Adireddy Pavani			
ROLE	Systems Associate			
ROLE DESIGNATION	Systems Associate - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



SRI VISWA

IIT & MEDICAL ACADEMY

Recognized by Board of Intermediate Education, A.P. Centre Code: 02104

date: 25-08-2022

Dear BEEJA DIVAKAR,

Subject: Appointment Order

I am pleased to inform you that you have been appointed as **ACCOUNTANT** at our residential campus (boys), effective from 01-09-2022. Your selection for this position is a result of our rigorous selection process, and we are confident that your skills will greatly contribute to our educational institution.

Your initial compensation package for this position will be Rs. 10000 per month, subject to applicable deductions and taxes. You will be provided with additional details regarding your benefits, working hours, and other terms and conditions of your employment in a separate document

Please report to the Office on 31-08-2022 at 10 AM to complete the necessary documentation and to receive further instructions. Kindly bring the following documents with you:

1. Proof of Identity
2. Educational Certificates and Transcripts
3. Resume/Curriculum Vitae

We look forward to your positive contributions to our school/institution and the success of our students. Once again, congratulations on your appointment.

Sincerely,

Principal
SRI VISWA JUNIOR COLLEGE
VISAKHAPATNAM

P.V. S.S.R. Prasad

CORPORATE OFFICE:

Opp. Reliance Petrol Bunk, Dwarakanagar,
Visakhapatnam-530016, Ph: 0891 2554436

E Mail: sriviswaacademy@gmail.com | www.sriviswa.com



Appointment Letter

Date: 10.04.2023

To,
Ms. Belagana Rajasree Priyanka,
Visakhapatnam,
Andhra Pradesh-531033

Dear Belagana Rajasree Priyanka
Congratulations!!!!

We have pleasure in appointing you as "Associate" in the Grade "S5", department of "Public Relations" in our organization, effective "10.04.2023" on the following terms and conditions:

1. PLACEMENT & COMPENSATION

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation **Rs. 223836/- CTC Per Annum** as detailed in Annexure "A". Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

Your employment with the Company shall stand cancelled and void abinitio should you fail to report for work on commencement of the working hours on the Appointment Date unless the Company has, in writing, agreed otherwise.

2. WORKING HOURS

You shall strictly adhere to the work timings that are communicated to from time to time and you may be required to work in different shifts as communicated by the Company.

3. LEAVE

You shall be entitled to avail of leaves as per the leave policy of the Company, as communicated to you and as modified by the Company from time to time.

4. POSTING & TRANSFER

Your initial posting will be at "MC4".

The Company shall be entitled to transfer and/or depute your services to any unit, existing or future, of the Company or such other entity as may be identified by the Company and such transfer/deputation shall be binding on you. You may also be liable to be deputed to any work or assigned the work of any business group/department or any other companies/concerns/ organizations/ Company's with whom the Company may make such arrangement or agreement. You will not be entitled to any extra remuneration on account of such transfer or deputation.

25702

To,
Mr. Barla Saikumar
S/o. Simhachalam
HNO : 1-22,
LandMark : Mainstreet,
City/Village : Kothavalasa,
Post : Guddaluppi,
Mandal : Seethanagaram,
District : Vizianagaram-535546.
State : Andhra Pradesh.

Date:22.05.2023

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited!

With reference to your application and discussions had with you , we are pleased to offer you a one-year training in Production Department at Unit-2 situated at Chippada Village, Bheemunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.18000/- per month during your training period.
2. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period . Your training will be terminated if you are not found medically fit.
3. Training will be given at any one of the departments, branches & manufacturing units of the organization depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
4. You shall be liable to be transferred/posted to any location,department & unit of the organization depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules,regulations and other terms as applicable at such new place.
5. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof which may be modified from time to time and the same will be notified.
6. After completing your training the organization at its sole discretion may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
7. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act,1948.
8. This offer of training is based on the information furnished in your application . At any given time if it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed then your training based on this letter of training is liable to be terminated without any notice or any stipend in lieu thereof.
9. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information which might come into your possession during continuance of your training in the organization shall not be disclosed,divulged or made public by you even thereafter.

10. You shall adhere to Organization's policies, procedures, rules, regulations, discipline and general work practices which are subject to change from time to time.
11. You shall forthwith intimate any change in your residential address as and when any change takes place.
12. Your training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
13. Your progress in training will be reviewed from time to time and if found unsatisfactory your training will be terminated without notice.
14. You are required to submit the following at the time of joining
- For verification purpose we need your original certificates of S.S.C, Inter, & B.Sc. and photo copies of the same.
 - Four passport size color photographs.
 - Four copies of post card size black & white group photo of yours along with your dependent parents, spouse & children if married.
 - Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children if Married.
 - Photo copy of SBI savings bank account passbook.
 - Your name, date of birth, parents name should be same in Aadhaar & PAN card as in your SSC marks list.
 - Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
 - Certificate of the covid -19 vaccination two doses.
 - Previous EPF & ESI details if any.

In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training in our organization on or before 06.06.2023. If you do not join the training before the stipulated date, this offer of training shall be deemed cancelled.

We take this opportunity to welcome you to the organization and wish you good luck.

Yours sincerely,

For DIVI'S LABORATORIES LTD

K.SUBBA RAO

GENERAL MANAGER (P&A)


ACCEPTANCE

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature: _____

Date: _____

Road Map : Vizag to Tagarapuvalasa - Bus available. Tagarapuvalasa to Chippada - Autos available.

 :08922 248917/927



Offer Letter

Dear Janardhana Rao.C,

5th August 2023

Emp Id 11022022138

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **"Aws Admin"** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you here under shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties here under, subject to reasonable travel requirements on behalf of the company from time to time.

2. You will be expected to attend office – except when travelling on business during working hours/shifts as may be decided by the company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the company shall pay you an annual basic salary of **Rs 3,22,000/-**. Other allowances/Reimbursements as due to you are detailed in Annexure I.

2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.

3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties here under, in accordance with the policy of the Company with respect there to.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **7th Aug, 2023** and you will join as a confirmed employee.

1. Your employment with the Company shall be terminable, without reasons, by either party giving two-months' notice. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may in its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by FABRIKON AI SYSTEMS from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for FABRIKON AI SYSTEMS and have voluntarily abandoned your services. In such a case, your employment with FABRIKON will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation.

6. Declaration of Nationality:

You are required to declare your nationality to your recruiter immediately as non-Indian passport/OCI/POI holders are governed by different guidelines as per the Employees' Provident Fund Organization. The Provident fund computation differs for employees holding a non-Indian passport. In absence of any declaration, nationality will be deemed as Indian. Any discrepancy highlighted in nationality post joining and requiring change in provident fund computation will be considered for modification prospectively. FABRIKON AI SYSTEMS will not be responsible for retrospective liability. Kindly update and validate your nationality in the DOOR. Post your on boarding.

7. Work Allocation:

As part of your work responsibilities, you may be assigned to work on certain projects/accounts or other assignments at any of the FABRIKON OR FABRIKON's client locations based on project /assignment's requirement as may be deemed fit by the Company in its sole discretion. Refusal to accept and deliver on such assignments shall be treated as a refusal to work and may result in termination of your employment or other disciplinary action.

8. Government Employment Policy:

If you were engaged and worked in capacity of a Government employee, you are required to comply by the cooling off period clause of 12 months from the date of retirement prior to accepting offer from a private sector / Commercial offer and 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 government Organization/ Entity/ Department or Individual, which are shall be in conflict with the interests of FABRIKON AI SYSTEMS during your employment with **FABRIKON AI SYSTEMS**.

It is understood that your date of joining **FABRIKON AI SYSTEMS PVT LTD**, will not be later than **07th Aug, 2023** failing which this offer will automatically stand automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

I accept the terms of this letter

Signature:

Date:

Name:

Name Janardhana Rao.C

Designation Aws Admin

	Month	Year
Basic	16,000/-	1,92,000/-
HRA	4,780/-	57,360/-
Conveyance Allowance	1600/-	19,200/-
Medial Allowance	1750/-	21,000/-
Special Allowance	2700/-	32,400/-
	26,830/-	3,22,000/-

Gross Salary	26,830/-
Provident Fund	2000/-
Professional Tax	200/-
Total	24,630/-



Aspiro Pharma Limited
H.No. B-3-166/7/1, 3rd floor, Erragadda,
Hyderabad-18, Telangana state, India
Tel:+91-40-23704925, Fax:+91-40-23704926
Web:www.aspiropharma.com
CIN No: U24100TG2014PLC092771

Date:07-09-2022

To SECUNDRABAD 401 NAVKETAN COMPLEX BALAJI DIAGNOSTICS PANCHASHEEL Medical services Land Marks 1)Near Clock Tower 2)Beside Kamat Hotel 3)behind yashoda Hospital Phones: 09618111511,09000144488 Timings:9am to 4pm	To Dr.Raja Vojjala Managing Director Beside Hetero Medical shopphone: 9394759819,08413-222303
---	---

Timings 10.00AM - 04.00PM after Breakfast (Sunday Holiday)

Sir,

Sub: Authorization letter for conducting required Pre- medical tests – reg.

We have issued offer letter to Mr/Ms/Smt ARUN KUMAR DUVVADA as OFFICER in MICROBIOLOGY Dept. of our Unit Located at KARKAPATLA on 12-09-2022.

He is expected to join us on or before 12 -09-2022.

As a part of joining formalities, he/she is required to submit necessary medical reports at the Time of joining. In this regard, please carryout necessary medical test (applicable to the unit) To the bearer of this letter and send us his/her medical reports directly to us at the earliest.

Please not that we will reimburse necessary charges applicable to the tests carried out to the Above candidate.





OFFER LETTER

Date: 10-04-2023

To

Mr. Ganteda Raju Chakravarthi
Chammachintha,
Anakapalli.

Dear Mr. Ganteda Raju Chakravarthi,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee Chemist, Quality Control** department at our **Unit II** and you will be paid for a CTC of **Rs. 1,92,000.00/-** (Rupees One Lakh Ninety Two Thousand only) all inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **24-04-2023** subject to the submission of medical reports and required documents as mentioned in Annexure-II. You are requested to report to the HR Department at the address mentioned below on any working day for completing the joining formalities.

Unit-II: Plot No D.69/A Part & D-69, Phase 1, I.D.A., Jeedimetla, Quthbullapur, Medchal-Malkajgiri 500055, Telangana State, India.

The letter of appointment including all terms and conditions would be issued to you at the time of your joining. Please note that this offer is valid subject to the information furnished by you being found true & correct. On scrutiny, if found otherwise, the company reserves the right to terminate the offer.

In case you wish to leave the services after joining the company, you need to give three months' prior notice in writing. The company will not accept salary payment in lieu of notice by the employee and thus the resignee has to necessarily serve the three months' notice. The Organization may choose to release the employee in case of termination without notice period of service at its sole discretion.

Please acknowledge the receipt of this letter and confirm us your acceptance and date of reporting immediately.

With Best wishes,

For Metrochem API Pvt. Ltd

Rajesh Karicherla
Rajesh Karicherla

Associate Vice President
Corporate Human Resources



Volume • Quality



Registered Office: Flat No 302, Bhanu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038, Telangana State, India.





Annexure -I

Name	Mr. Gantēda Rāju Chākravārthi
Designation	Trainee Chemist
Department	Quality Control
Approved CTC Per Annum	1,92,000.00

EARNINGS	MONTHLY	YEARLY
Basic	8,645.00	1,03,737.00
HRA	3,458.00	41,495.00
Special Allowance	2,305.00	27,664.00
SUB TOTAL (A)	14,408.00	1,72,896.00
PF - Employer	1,037.00	12,444.00
PF - Other Charges	86.00	1,032.00
ESI Employer	469.00	5,628.00
TOTAL	16,000.00	1,92,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,037.00	12,444.00
ESI	109.00	1,308.00
TOTAL DEDUCTIONS (B)	1,146.00	13,752.00
TOTAL (A-B)	13,262.00	1,59,144.00

Note: The salary breakup Total(A-B) is Net Salary, Sub Total (A) is Gross Salary and Total is a CTC.

For Metrochem API Pvt. Ltd


Rajesh Karicherla
Associate Vice President
Corporate Human Resources



Volume • Quality



Registered Office: Flat No 302, Bhana Endave, Sundar Nagar, Erragadda, Hyderabad 500038, Telangana State, India.





Annexure-II

Documents to be submitted at the time of Joining

Date - 10-04-2023

You are requested to submit the following self-attested documents at the time of joining along with Original documents for verification as given below:

S.No	Documents to be presented as Mandate
1.	Educational Qualifications <ul style="list-style-type: none">Xth class CertificateXIIth CertificateGraduation OD Certificate & Semester/Year wise Marks SheetPost Graduation OD Certificate & Semester/Year wise Marks SheetAny additional qualified certificates with supporting documents
2.	Latest 3 months salary slips & 6 months bank statement
3.	Relieving & Service letter from present organization
4.	Service certificate/Proof of employment from all the previous employers
5.	Four Passport sized photographs (In white back ground Only)
6.	Residence Proof (Permanent & Temporary)
7.	Copy of PAN Card , Aadhar Card, Driving License
8.	Previous UAN Number / PF Number & Previous ESI Number (If Applicable) with registered Bank account and mobile number
9.	Covid Vaccination Certificate
10.	Medical Test reports from Metrochem Approved Diagnostic center
11.	One Rs 100 or two Rs 50 stamp or bond paper
12.	Any Personal Bank account passbook copy & also passport photo of spouse / Nominee & Bank account passbook copy
13.	Family members Aadhar copy (Spouse, Children, Parents)

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/ certificates given by you as proof in support of the above, the company reserves the right to revoke the offer at any time during your service.

For Metrochem API Pvt. Ltd

Sirisha Y
10/4/2023
Corporate Human Resources

Volume + Quality





Date - 10-04-2023

To
M/s. Apple Diagnostic & Medical Center
#266, Main Road, Near Andhra bank
Vivekananda Nagar, Kukatpally
Hyderabad - 500072
Ph: 040-23161120/8008804014

Sir,

Please have the Medical test done and submit the reports to **Mr. Gantada Raju Chakravarthi - Unit II - Quality Control** who would be carrying this letter. Please verify the name with the Aadhar Card of the Candidate coming with this letter.

Kindly get the below tests done:

1. Eye Examination
2. Colour Blindness/Xeraphthalmia
3. T.B/Mantoux test
4. Skin and other contagious diseases
5. Complete blood examination with grouping
6. Liver functioning test
7. Audiometry test
8. CUE (Complete Urine Examination)
9. ECG
10. Physician Report

Payment for the same to be billed on Metrochem API Pvt. Ltd and attach the reports along with this letter while submission of bills.

Regards

Sirisha
10/4/2023
Corporate Human Resources



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Date: 10-04-2023

Consent Letter for Employment Background Verification

I Mr. Ganteda Raju Chakravarthi, selected as Trainee Chemist in Quality Control at Metrochem API Pvt Ltd (the "Company") for which I had submitted my resume and the relevant documents pertaining to my employment, education, identity, bank and residence as required by the company.

I hereby authorize the Company and/or its agents to make investigation of my background, current and/or past employment, education, references, character and criminal history record information which may be available with other organisations, state or any other agency/authorities to confirm and verify documents and details contained therein.

I further confirm that I understand that any document or details provided by me are found to be false, fake or misrepresented, the Company reserves the right to take any suitable action including withdrawal of the offer or termination of employment without any further reason or explanation.

Name of the candidate: Mr. Ganteda Raju Chakravarthi

Mobile Number: +91 9398286196

E-mail ID: gantedchakr14@gmail.com

Signature of the candidate:

Date:

Volume • Quality



Tele No/ Fax : 0891-2754680
NIC mail : arovizag.123@gov.in

REGD BY POST

Army Recruiting Office
Visakhapatnam - 530004
Army PIN - 900455
c/o 56 APO

18 September 2023

D/2214
(RMDS No - 7330)
Mr. Kala Ramireddy s/o Kala Chinababu
Village - Main Street Hussainipuram
Post - Hussainipuram
District - Parvathipuram Mangam (AP) - 532460

CALL LETTER FOR SELECTION OF CANDIDATES IN THE INDIAN ARMY AS AGNIVEER

1. Refer to Hon'ble High Court of Andhra Pradesh, Amaravati Order on Writ Petition Nos 37924, 38366, 38368, 38369 & 38370 dated 05 December 2022, Writ Petition No 4232 dated 22 February 2023, Writ Petition Nos 37924, 38366, 38368, 38369, 38370 & 4232 dated 11 July 2023 and Contempt Case Nos 1028, 1703, 1704, 1707 & 1710 dated 14 September 2023.
2. You are directed to report to ARO, Visakhapatnam on 03 October 2023 by 0800 hr without fail for completion of documentation and other pre dispatch protocols prior to subsequent dispatch to Regimental Centres. Documents required (format attached as Appendix) to be submitted on 03 October 2023 are as under :-
 - (a) Original Education Certificate and three Xerox copies duly attested by Principal (Form No 1 - 4 as applicable).
 - (b) Character Certificate from Headmaster/ Principal (Form No 5).
 - (c) Character Certificate from Village Sarpanch/ VRO/ Ward Counselor/ Corporator (Form No 6).
 - (d) Nativity Certificate as per format attached (including Religion, Caste, Sub-Caste) duly affixed with recent colour passport size photograph and attested by Executive Magistrate/ Sub Divisional Magistrate of the concerned Tehsil with round stamp with three Xerox copies of each certificate duly attested (Form No 7).
 - (e) Two original character/ Pre-verification Certificate affixed with recent colour passport size photograph duly signed by police authorities/ SHO along with 2 x witness. Further, attested by Village Sarpanch, equivalent, or higher authority after stating full family details along with coloured family photograph as mentioned in format (Form No 8).
 - (f) Un-married Certificate signed by Village Sarpanch/ Ward Master/ SDM/ Tehsildar (Form No 9).

(h) Parent Consent Certificate only for those who are below 18 years of age duly signed by parent/ guardian. In addition, parents of such candidates need to accompany candidates to Training Centres on day of dispatch.

(j) 32 (Thirty-Two) x passport size recent colour photographs with name and DOB printed beneath.

2. Important Notes

(a) Cutting or overwriting on certificates will not be accepted *only amendments if any* will be permitted if signed by issuing authority duly affixed *the same stamp as the* original.

(b) All particulars of candidate and all stamps should be in English/ Hindi only. No Telugu/ Local Language will be acceptable.

(c) Name of candidate, date of birth & name of father should be as per 10th Education Certificate.

(d) All Candidates are required to carry all original certificates as mentioned vide General instructions attached as **Appendix A**.

3. In case you are not able to report to this office on **03 October 2023 due to any unforeseen eventuality**, you are required to report to this office on **05 October 2023 by 0800 hr without fail otherwise candidature will be considered null and void and no representation will be entertained thereafter.**

4. In case you are unwilling, you are required to report to this office on **03 October 2023** for submission of Unwilling Certificate. In case you are not able to report to this office on **03 October 2023 due to any unforeseen eventuality**, you are required to report to this office on **05 October 2023 by 0800 hr without fail or submit Unwilling Certificate by Registered post/ email to arovizag.123@gov.in otherwise your candidature will be considered null and void and no representation will be entertained thereafter.**



(Vijay Kumar)
Colonel
Director Recruiting

Enclosures : As above

Human Power Services Private Limited

10-29-35, Bhanoji Nagar,
Waltair Main Road, Visakhapatnam
Cell: 9951622444, (O) 0891-2500837
E-mail: hpspvtltd@gmail.com



HPL/061/22-23.

July 28, 2022.

SERVICE CERTIFICATE

This is to certify that Mr. K Chandra Sekhara Rao S/o Sri Satyanarayana had worked in our organisation for our client **M/s. I G I (Inspectrate Griffith India Pvt Ltd) Visakhapatnam** as a Samplar in the Ports area from 01st August 2021 to 27th July 2022.

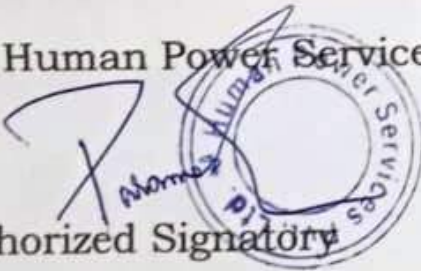
We found him honest and sincere during him tenure with us.

We wish him good success in him forthcoming future.

Thanking you,

For Human Power Services Pvt. Ltd.,

Authorized Signatory



HRD/2T/1003444874/22-23

December 23, 2022

Ms. Naga Jyothi Lolla
No. 53-18-46/3/1
Opp.Samajika Bhavan, Maddilapalem,
Vishakapatnam-530013
India

Ph: +91-9490806218

Dear Naga Jyothi,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

HRD/1003444874/22-23

December 23, 2022

Ms. Naga Jyothi Lolla
No. 53-18-46/3/1
Opp.Samajika Bhavan, Maddilapalem,
Vishakapatnam-530013
India

Ph: +91-9490806218

Dear Naga Jyothi,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **08-May-2023**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

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

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

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

Agreement

Our offer to you as **Systems Associate** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

Passport and Driving License

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

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of **INR 461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2023-24 will be as follows:

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

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company.

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

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

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

Yours sincerely,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name Location

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

ANNEXURE - I (Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Naga Jyothi Lolla			
ROLE	Systems Associate			
ROLE DESIGNATION	Systems Associate - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY			13,582	
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,580	
MONTHLY GROSS SALARY			16,162	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			136	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary			1,630	
GRATUITY - 4.81% of Basic Salary*			653	
FIXED GROSS SALARY (1+2+3)			18,581	
TOTAL GROSS SALARY			18,581	
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



Oct 1, 2022

LOLLA NAGA JYOTHI,
Maddilapalem,
Visakhapatnam

Sub: TagOne LLP Employment Offer to LOLLA NAGA JYOTHI

Dear Jyothi,

Congratulations!

TagOne LLP is pleased to offer you employment with us as an **Associate Consultant**,
based on the conditions described below.

You will be on probation the first 3 months, after which you will be confirmed if you meet the company's performance guidelines. During this 3-month period, you will receive a base monthly salary of Rs, 12,500.00 less taxes and deductions, payable on the company's regular payroll dates(monthly). After confirmation, you will be eligible for the following:

1. Higher post-confirmation pay – This will be shared at the time of confirmation
2. A monthly amount to cover your medical insurance
3. Vacation and holiday pay as per standard TagOne policy.
4. Your participation in any company employee bonus plan that maybe applicable for your role

Confidential Agreement: Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Confidentiality & Non-Disclosure Agreement.

Outside Activities: While you render services to the Company, you agree that you will not engage in any other employment, consulting, or other business activity without the written consent of the Company. In addition, while you render services to the company, you will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.



38-32-47, (201), MALLA MANSION,
PARVATHI NAGAR, MARRIPALEM,
VISAKHAPATNAM, PIN: 530018



This offer will expire on Oct 5, 2022, (unless extended in writing by TagOne LLP) and is contingent upon proper work authorization and any other required credentials.

Welcome aboard the TagOne family! We are excited about what you bring to our team and are confident that this will be a long and fruitful journey.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ganesh", written over a light blue circular stamp.

B.V.D.R.S Ganesh Kumar
Manager | Solution Architect
TagOne LLP

I accept the terms and conditions of this offer letter.

Signature: _____

Date: _____



38-32-47, (201), MALLA MANSION,
PARVATHI NAGAR, MARRIPALEM,
VISAKHAPATNAM, PIN: 530018



SRI VISWA

IIT & MEDICAL ACADEMY

Recognized by Board of Intermediate Education, A.P. Centre Code: 02108

Dear Spanditha Limmala,

Subject: Appointment Order

I am pleased to inform you that you have been appointed as a **front office receptionist** at our institution, effective from 01-11-2022. Your selection for this position is a result of our rigorous selection process, and we are confident that your skills will greatly contribute to our educational institution.

Your initial compensation package for this position will be Rs. 10000 per month, subject to applicable deductions and taxes. You will be provided with additional details regarding your benefits, working hours, and other terms and conditions of your employment in a separate document.

Please report to the Office on 31-10-2022 at 10 AM to complete the necessary documentation and to receive further instructions. Kindly bring the following documents with you:

1. Proof of Identity
2. Educational Certificates and Transcripts
3. Resume/Curriculum Vitae

We look forward to your positive contributions to our school/institution and the success of our students. Once again, congratulations on your appointment.

Sincerely,

P.V.V.S.S. R. Naidu
20/10/2022
Principal
SRI VISWA JUNIOR COLLEGE
VISAKHAPATNAM

CORPORATE OFFICE:

Opp. Reliance Petrol Bunk, Dwarakanagar,

Visakhapatnam-530016, Ph: 0891 2554436

E Mail: sriviswaacademy@gmail.com | www.sriviswa.com

Godrej Agrovet Ltd.
Registered Office : Godrej One,
3rd Floor, Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400 079, India
Tel. : +91-22-2518 8010/8020/8030
Fax : +91-22-2518 8485
Email : gavlho@godrejagrovvet.com
Website : www.godrejagrovvet.com
CIN : L15410MH1991PLC135359



WELCOME TO AQUA FEED BUSINESS
CAMPUS TALENT DEVELOPMENT PROGRAM
“AQUA NEOPHYTE”

L Sudhakar



Godrej Agrovet Ltd.
Registered Office : Godrej One,
3rd Floor, Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400 079, India
Tel. : +91-22-2518 8010/8020/8030
Fax : +91-22-2518 8485
Email : gavlho@godrejagrovvet.com
Website : www.godrejagrovvet.com
CIN : L15410MH1991PLC135359

Date: 28th June 2022

Dear Sudhakar,

We are pleased to welcome you to Godrej Agrovet Limited & be part of our Aqua Feed business flag ship Campus Talent Development program “Aqua Neophyte” & you will be designated as **“Neophyte” during the whole program. Your location & role shall be decided after the preliminary induction program.**

This offer is subject to you being found medically fit, veracity of documents submitted during recruitment process, satisfactory reference checks and you joining us on or before **7th July 2022.**

Please refer to Annexure-I for the compensation offered to you along with the break up. A detailed letter of appointment will be issued to you on the date of joining.

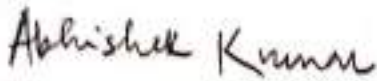
Please accept the offer with a revert on the mail you have received.

The following document includes:

1. Detailed Offer Structure
2. Frequently Asked Questions which will help you understand the offer structure better.

Yours faithfully,

for **GODREJ AGROVET LTD.**



Abhishek Kumar

Head – Organization Development & Effectiveness



Annexure I

Offer Structure - Neophyte

Name: L Sudhakar		
Campus: Acharya Nagarjuna University		
Components	Per Annum	Per Month
Basic	97500	8125
HRA	63375	5281
Supplementary Compensation	30000	2500
PF	21600	1800
Gratuity	4690	391
Bonus / Ex-Gratia	25200	2100
ESI	7022	585
Fixed CTC	249387	20782
PLVR Individual	60490	5041
PLVR Company	15122	1260
Total CTC	325000	27083
Net Take Home (Pre Tax)	253341	21112

- PLVR (Individual & Company) refers to Performance Linked Variable Remuneration, and is paid based on individual and organizational performance.
- PLVR Individual amount shall be paid during the Aqua Neophyte period subject to clearance of the Assessment tests with Minimum Pass Percentage of 75% Marks after each of the tests which will be conducted at regular intervals which will be communicated from time to time.
- PLVR Company amount shall be paid after successful completion of the Aqua Neophyte program.
- Your CTC takes into account the cost incurred on contribution towards Employee State Insurance (ESI) towards Hospitalization.
- **You will be eligible for increment after successful completion of your Aqua Neophyte program.**

I agree to the above terms and conditions of employment

L Sudhakar



FREQUENTLY ASKED QUESTIONS

1. What are the different components of my compensation structure?

Your compensation structure (CTC) has three broad components:

- a) Fixed Component
- b) Variable Component

2. What is the fixed component of my compensation structure?

- The Fixed component of your compensation structure includes Basic, House Rent Allowance (HRA), Supplementary Compensation, Bonus / Ex-Gratia, Provident Fund (PF), Employee State Insurance (ESI) and Gratuity. Basic will form a part of your monthly in-hand salary.
- House Rent Allowance (HRA) - This HRA component is a cash allowance in the salary structure and will be part of monthly in hand salary structure. This will be calculated as 65% of the basic.
- Bonus and Ex Gratia: Neophytes shall be paid Statutory Bonus / Ex-Gratia amount of Rs 2100/- per month. For Neophytes shall be eligible for the Statutory Bonus under the Payment of Bonus Act, 1965, this amount will be adjusted against the Statutory Bonus payable.
- During the Campus program, No Neophyte will be covered under 'The Extra Mile Sales Incentive Scheme'. The Extra Mile Incentive Scheme shall be made applicable once the Neophyte program is successfully completed.
- PF will be calculated as 12% of your Basic or Gross excluding HRA capped at Rs.15000 whichever is higher. Provident Fund involves equal contributions from the employer and employee (the amount indicated is the employer contribution, the employee contribution will be made through a deduction from salary).
- Gratuity will be calculated as 4.81% of your Basic. Gratuity is payable as per the Payment of Gratuity Act, 1972 and eligibility commences on completion of 5 years of employment.
- ESI will be calculated as 3.25% of your monthly Gross. ESI is payable as per the Employee State Insurance Act 1948 and eligibility commences from the date of your joining. Employee contribution of 0.75% of your monthly Gross shall be deducted from the salary.



3. What is the difference between the Fixed and Variable components of my compensation structure?

The Fixed component is a fixed pre-determined component of your compensation structure. It is defined for a Neophyte at the start of program which can't be changed until the program is complete.

The Variable component implies your Performance based pay, which is linked to your learning & development during the campus program and the annual business performance for a given financial year.

4. How long will be my Neophyte period?

Your Neophyte program shall be for ONE Year from the date of joining after which basis your Performance assessment at regular intervals & final assessment after the completion of one year, your services in GAVL shall be confirmed. Once your services are confirmed there will be a change in compensation which will be communicated at that point of time.

5. What is my notice period?

During this Neophyte period, notice period will be **30 days** for either side. After confirmation, the notice period will be **60 days** for both parties.

6. What are the Leave Benefits that I can avail?

We believe that availing leave is necessary for you to improve productivity at the workplace and have a healthy work-life balance. Our Consolidated Privilege Leave (CPL) Policy is designed to best enable you to take regular leave and maintain this balance. You will be eligible for 25 working days of CPL annually (weekends and holidays falling during a period of CPL availed, will not be counted as part of the availed CPL) which is credited at the beginning of the year. This will be proportionately adjusted if you join or leave the services of the company during the year.

The Sick Leave Module is designed to enable you to avail leave on a 'need to' basis when you are unwell. In addition to this leave, you will also have Fixed Holidays as per the calendar for the year. Neophytes availing Sick leaves for more than 15 days during the program shall have their Neophyte period extended by exact number of days / months of Sick leave availed.



Godrej Agrovat Ltd.
Registered Office : Godrej One,
3rd Floor, Pirojshanagar,
Eastern Express Highway,
Vikhroli (E), Mumbai 400 079, India
Tel. : +91-22-2518 8010/8020/8030
Fax : +91-22-2518 8485
Email : gavlho@godrejagrovat.com
Website : www.godrejagrovat.com
CIN : L15410MH1991PLC135359

7. Is there a Code of Conduct I need to adhere to?

Yes, Godrej Code of Conduct outlines our Business Principles and how they apply to each of us. Employees are expected to adhere to these principles in both spirit and practice as they lead Godrej into the future. The Code of Conduct has been attached in the mail for your quick reference. You are requested to please go through the Code of Conduct in detail (specially the Confidentiality and Non-Compete clauses) before accepting the offer.

Thank You



Ref No.: CA/L&C/FRESH/991624135/2022-23
Mr. PRATAPARAO LOKESH

Branch : VISAKHAPATNAM 7
Region : ANDHRA PRADESH
Date : 24-11-2022

4-19-12, MADDIVARIVEEDI
NEAR BAZAR
PEDAWALT AIR VISAKHAPATNAM
VISHAKAPATNAM - 530017
ANDHRA PRADESH
MOB: +91-7382940756
Dear Sir/Madam,

Re: Appointment as Insurance Advisor (IA) of SBI Life Insurance Co. Ltd.

IA Code: SLI991624135

You are hereby appointed as an Insurance Agent / Advisor as per SBI Life's Policy on Matters relating to Insurance Agents & Point of Sales Persons for procuring life insurance business. Your new SBI Life Insurance ("the Company") agency code number is code number is SLI991624135. You are requested to quote your agency code number in all future correspondences.

Your appointment as an Insurance Advisor will commenced from 24-11-2022 and will be valid upto 30-11-2025. Your first agency year is from 24-11-2022 to 30-11-2023 and subsequent agency years shall be of 12 months duration.

You have registered your Father Mr. VENUGOPALARAO, as a nominee for the aforementioned agency.

You are presently attached to the unit of Mr./ Ms. ESWARA RAO YENNA Development Manager and will continue to do so. However, in future, the company reserves the right to allot you to any other Development Manager.

You will have to fulfil the minimum business requirement (MBR) criteria as prescribed by the Company every agency year failing which, your agency shall be placed under MBR suspension from 01-12-2023 to 30-11-2024. During the MBR suspension period as mentioned above, You will have a scope to reinstate your agency and will require to comply with minimum business requirement criteria till the date of completion of that agency year. Your agency shall be reviewed on the last day of suspension period, and if the minimum business requirement is not achieved your agency shall be terminated under MBR.

Your appointment will be bound by the following :

1. Relevant provisions of the Insurance Act, 1938, Insurance Laws (Amendment) Act, 2015 and the IRDAI (Appointment of Insurance Agents) Regulations, 2016 and subsequent applicable amendments and/or Regulations issued thereto and all other Acts and Regulations as may be applicable to you from time to time.
2. The Company's policy on Appointment of Insurance Agents as notified/amended from time to time.
3. Terms and Conditions for appointment as insurance agent / advisor, as signed by you at the time of on-boarding and the 'Code of Conduct' prescribed by the Company.
4. Fulfilment of the review criteria based on parameters like Minimum Business Requirement (MBR), persistency, etc. as notified by the Company from time to time.
5. Inform SBI Life in case you become one of the Promoters / Directors of the Outsourcing Service Provider for SBI Life with 7 calendar days of the event.

Further, You agree and undertake that you are aware of the terms and conditions of your appointment as an Insurance Agent / Advisor of the Company and accept the same unconditionally.

You are advised to familiarize yourself with the Insurance Act, 1938, Insurance Laws (Amendment) Act, 2015, Anti Money Laundering (AML) / Counter Financing of Terrorism (CFT) guidelines and any other applicable regulations / guidelines that may be issued by various Regulators from time to time. Breach of any of these Regulations will be viewed seriously and lack of awareness of the said regulations / guidelines shall not be accepted as a ground of defense and you shall be liable for disciplinary action.

Please be aware that you have been appointed as an Insurance Advisor for soliciting insurance business on behalf of SBI Life Insurance Co. Ltd. and not as an employee. The appointment does not confer on you any rights or privileges that are available to our employees.



May 16, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear Mudasala Aruna,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. 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**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", is written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can 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, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

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 lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% 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.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and 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 Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given 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 during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. 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 WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.

- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / , University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. 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.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during

this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, 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 Head / Manager of WILP Academy
- ii. 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.
- iii. 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 WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. 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 WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP 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 WILP / Wipro, such developments will be fully communicated to the WILP 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.

10. Confidentiality:

- i. 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).
- ii. 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.

11. 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.

12. 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.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel

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.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iii. 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 organizing team of the WILP.
- iv. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment 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.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. 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.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, 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.
- ii. You are not eligible to receive testimonial 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting 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 of joining WILP program.

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 submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

I Mudasala Aruna, 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."

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.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's 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 Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” 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.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to
 - you being "active" in the services of the company through to retention date as applicable
 - your employment has not been terminated for poor performance or for cause prior to retention date
 - you have not resigned voluntarily or abandoned your job as of the retention date
2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. 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 that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. 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:

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.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

☒ Accept ☐ Decline

☒ **Signature** Mudasala Aruna 16/5/2022 10:42 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23759999



SRI VISWA

IIT & MEDICAL ACADEMY

Recognized by Board of Intermediate Education, A.P. Order No. 52108

Dear Dhanalakshmi Simidi,

Subject: Appointment Order

I am pleased to inform you that you have been appointed as a **DATA ENTRY OPERATOR** at our institution, effective from 01-11-2022. Your selection for this position is a result of our rigorous selection process, and we are confident that your skills will greatly contribute to our educational institution.

Your initial compensation package for this position will be Rs. 10000 per month, subject to applicable deductions and taxes. You will be provided with additional details regarding your benefits, working hours, and other terms and conditions of your employment in a separate document.

Please report to the Office on 31-10-2022 at 10 AM to complete the necessary documentation and to receive further instructions. Kindly bring the following documents with you:

1. Proof of Identity
2. Educational Certificates and Transcripts
3. Resume/Curriculum Vitae

We look forward to your positive contributions to our school/institution and the success of our students. Once again, congratulations on your appointment.

Sincerely,

P. V. V. S. S. Ravi
Principal
SRI VISWA JUNIOR COLLEGE
VISAKHAPATNAM

CORPORATE OFFICE:

Opp. Reliance Petrol Bunk, Dwarakanagar,

Visakhapatnam-530016, Ph: 0991 2554436

E-Mail: sriviswaacademy@gmail.com | www.sriviswa.com



Ref ID: 1669134513234-11-2022

22-Nov-2022

To,

Nagamalla Venkata Ravi Prasad

D.No: 5-145/1

Marikavalasa , Visakhapatnam

Andhra Pradesh - 530048

Dear **Nagamalla Venkata Ravi Prasad,**

Letter of Appointment

Congratulations! We welcome you to the global family of Dr.Reddy's Laboratories Ltd and are pleased to appoint you as Team Member - QC at band V1 in our Business Unit GMO based at FTO 07, Duvvada, Visakhapatnam, Andhra Pradesh, India.

Your Target Total Compensation, including benefits will be INR **3,13,000 (Rupees Three Lakh Thirteen Thousand only)** per annum. The detailed breakup of the same is enclosed herewith in Annexure I.

We believe people seek to work with us not only for money or the job opportunity, but also for the culture and the overall work environment we offer. In this context, we are happy to let you know that the following are the key tenets of our employee value proposition:

- Become a part of a team that cares
- Enjoy professional freedom to create impact
- Learn continually, excel and grow
- Expect to be treated with respect

Above all, we hope you will share and be inspired by our purpose of making the world a healthier place. Because **Good Health Can't Wait.**

We thank you for your decision to work with us and we are making arrangements to welcome you on-board on or before **28-Nov-2022.**

We wish you a fulfilling career, success and good health in your journey with us.

Best wishes,

For Dr.Reddy's Laboratories Ltd.

Pankaj Phatak

Lead Talent Acquisition & Talent Management

Encl:- Details of the policies and benefits applicable to you are captured in Annexure-I (Salary and Allowances), Annexure-II (Benefits), Annexure-III (Terms of employment) and Annexure-IV (Offer Acceptance)

Annexure-I

Name
Designation
Role Band

Nagamalla Venkata Ravi Prasad
Team Member - QC
V1

Component	Per Month INR	Per Annum INR
Basic	15,000	1,80,000
House Rent Allowance	6,000	72,000
Leave Travel Allowance	1,683	20,200
Education Allowance	200	2,400
Bonus / Ex-Gratia	700	8,400
Statutory Monthly Interim Bonus	700	8,400
Total Guaranteed Compensation	24,283	2,91,400
Provident Fund	1,800	21,600
Total Fixed Compensation	26,083	3,13,000
Target Total Compensation		3,13,000

Note:

- All your earnings are subject to tax deduction at source in accordance with applicable laws.
- Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and other relevant criteria.
- You will be entitled to statutory benefits such as Provident Fund, Gratuity etc., as per the applicability of the respective Acts.
- You and your family will be covered under the Group Medclaim Insurance for hospitalization with a sum insured as per the prevailing norms of the Group Medclaim Insurance Policy. A nominal amount by way of premium is recovered from your total salary, as per the company policy.
- You will be covered under the Employee Benevolent Fund, Term Life Insurance & Group Personal Accident policy. For the Employee Benevolent Fund; a nominal amount by way of contribution is recovered from your total salary, as per the company policy.
- The Bonus/Ex-Gratia is an annual salary component.

Annexure – II

Benefits

Dr. Reddy's extends various benefits to its employees, which are subject to change from time to time as per Company policy.

Leave Benefit

We encourage you to plan some time off from work to recharge. For this you have 30 days of paid leave in a year. A year, in this context, is the financial year starting April and concluding on March of the next year.

Leave Entitlement

Two and a half days are added to your leave credit every month to make a bank of 30 days a year. You can prefix, suffix and include weekends and holidays when taking off because these holidays and weekly offs are not counted as leave. If you join mid- year, the calculations are on a pro-rata basis. If you join between the 1st and 15th of a month, you are credited 2.5 days of leave for that month. If you join after 15th, then you get 1.5 days credited for that month. Leave is automatically credited to your account for the year. You can check your leave credit on the portal. You can use the portal to mark attendance, apply for leave, check leave credit and leave approval status.

Leave Encashment

You will be eligible for leave encashment as per the company policy applicable.

Leave Travel Allowance

LTA is a part of your salary entitlement and shall be paid out to you on a monthly basis.

To claim tax exemption on your LTA, you need to take leave for at least one working day and should travel during that period. Domestic economy air fares and rail travel by all classes can be claimed under LTA, but not International travel.

You get a tax benefit on LTA only on the amount spent on you and your family's travel via the shortest route from point A to point B. For this, your claim needs to be supported by proof of travel and relevant bills. Typically, you get a tax break on LTA only twice in a block of four years. The other times you claim it, even if you have travelled and submitted bills, it will be taxed.

Paid Leave

Maternity benefits

All permanent women employees get 26 weeks of paid maternity leave. It can be taken pre- and post - delivery. In the case of pre - delivery leave, you can take up to eight weeks. Holidays and weekly offs falling in - between are counted as part of maternity leave. In case of an emergency such as a miscarriage, you can take six weeks of leave immediately following the date of the incident. You get an additional month of leave for illnesses arising out of pregnancy, delivery, premature birth of a child, or a miscarriage. If you adopt a child less than 3 years old, you can take up to 4 months of paid leave. If you adopt a child greater than 3 years, you may take up to 2 months of paid leave. Leave is sanctioned by your immediate supervisor, in consultation with the HR facilitator. Since the company will need to make replacement arrangements while you are on maternity leave, you need to inform in advance the period you plan to go on leave.

Time offs and Work from Home

Once you have had a baby, and are back to work, you can take up to two hours off every day for a year from the date of birth of the baby, in case you need to come in late or leave early to look after the baby. In case the nature of work assigned to you is of such nature that you may work from home, you may do so after availing of the maternity benefit and for such period and on such conditions as you and your supervisor may mutually agree.

Child-care

Most Dr.Reddy's Laboratories Ltd offices have a child-care facility where you can enrol your baby free of cost. It is staffed with competent care givers to look after your baby while you are at office.

Paternity benefits

New fathers can take up to 5 days of paid paternity leave within three months of a child's birth or adoption. You could combine this with regular leave and prefix or suffix it with weekends or declared holidays.

Medical Benefit

Everyone, with the exception of employees covered by the Employees State Insurance (ESI) Scheme, is covered under the Medical Insurance scheme. You are automatically enrolled into this scheme as soon as you become a permanent employee of the company.

Medical insurance

Your spouse, dependent children and dependent parents/in-laws and you are covered under our Group Medclaim Policy. A nominal premium shall be recovered from you for covering your family. This policy is renewed on 1st September every year and is valid up to 31st August of the subsequent year. You will find specific information on this policy under Medclaim policy in our portal www.mydrreddys.com. This policy covers you for almost all eventualities of health emergencies that can arise so you get essential medical and financial support on time with least worries.

Accident and life insurance covers

You are also covered under our Group Personal Accident (GPA) and Group Term Life Insurance (GTLI) schemes. GPA covers you in cases of permanent and partial disablement or death by accident whereas the GTLI is a life insurance cover. This is provided over and above the TCC, the premium for which is paid by the company.

Salary Advance Entitlements & Repayment

You can take an interest-free salary advance from the company for a personal or professional eventuality. You can take up to one month's gross Total Cost to Company (TCC) as an advance. Taxes as applicable will be borne by you. You need to have a gap of six months from the date of repayment of the previous salary advance to take another one. You can repay the advance in a maximum of six equal, interest-free, monthly instalments. These will be automatically deducted from your salary once you choose the number of instalments you would like to repay in.

Annexure – III

Terms of employment

1. You would be required to sign an Employee Non- disclosure/Confidentiality Agreement with the Company at the time of joining.
2. You would also be required to sign a Conflict of Interest document with the Company. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of our manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your service with the Company or thereafter. In the event of your acting in any contract or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
3. During the term of your employment, you shall at all times comply with all applicable Company policies, procedures and general work related practices, as updated from time to time.
4. You will be in full-time employment with the Company. You are liable to be transferred to any of our offices worldwide to any department, factory or establishment forming part of our Organization or associate companies due to career advancements opportunities, business exigencies, and you are required to abide by the working conditions and policies of the department, office or establishment concerned. As per the policy of the Company, we expect all our full-time employees to devote their full attention and effort to the business of the Company and to continuously develop their professional skill in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. So also, you will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation/image, or interests whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated, at the discretion of the management.
5. You will be responsible for the safe keeping and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
6. Your date of birth as recorded by the Company on the basis of documentary evidence produced by you at the time of your appointment is 16-May-1997. You are advised to take note that this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
7. As per the Company's policy, the age for superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
8. You are required to keep us informed of any change in your personal details (residential address, marital status, educational qualifications, dependents details etc.) or in your civil status.
9. This contract of employment is terminable with or without any reason by either party giving 90 days notice in writing.
10. The Company reserves the right to pay or recover pay-off in lieu of the notice period. Further, the Company may, at its sole discretion, relieve you on such date as it may deem fit even prior to the expiry of the notice period.
11. Unauthorized absence for a period equal to more than 10 consecutive working days without timely or acceptable prior notification to supervisor or HR , or, your decision to be absent even though supervisor permission was not granted will be deemed as 'absconding'. The company in such cases reserves the right to terminate your services without giving any notice or salary in lieu of notice and initiate suitable action as deemed fit.
12. In case you leave the organization within a period of one year from the date of joining, the company reserves the right to recover all the relocation/notice period expenses incurred at the time of joining.
13. You are required to comply with the company's Code of Business conduct and Ethics (COBE). In the event you violate any COBE regulation, you shall be subject to an enquiry and if proven guilty, be subject to disciplinary action by the Company including without limitation termination of your services with immediate effect. Nothing in this offer letter shall render the Company liable to reimburse you or any other person any gifts or payments, offered, paid or promised in violation of COBE.
14. Any disputes arising out of and/or related to your employment with the Company shall be subject to the court located in Hyderabad City jurisdiction.

Annexure – IV

Acceptance of Appointment

I confirm that I have read, understood and hereby accept the terms and conditions mentioned in this Appointment Letter together with its annexures. I hereby declare that details furnished by me in all the documents (hard and soft copy/copies) including but not limited to my resume, job application form and all supporting documents (“Documents”) to Dr. Reddy’s are true and correct to the best of my knowledge.

It is hereby understood that Dr. Reddy’s only hires candidates from universities and institutes recognized by the University Grants Commission, All India Council for Technical Education or equivalent certifying bodies. Further, I understand that Dr. Reddy’s may at its discretion, conduct a background check (including criminal history and identity check) to verify information, qualification and Documents furnished by me, and that this Appointment Letter is subject to a successful outcome of such background check.

I hereby authorize Dr. Reddy’s (or a third party agent duly appointed by Dr. Reddy’s) to contact any former employers as indicated in the Documents and carry out all background checks as deemed appropriate through this selection procedure. I authorize all persons who may have information relevant to the verification to make required disclosures to Dr. Reddy’s or its representatives/agents.

I acknowledge and agree that providing any false information may result in a decision not to hire me or if hired, may result in termination of my employment without any further enquiry, payment or liability on Dr. Reddy’s. Further, I understand that Dr. Reddy’s may at its sole discretion publish any false information furnished by me.

In addition, I understand and agree that Dr. Reddy’s has rights to seek any legal remedies including indemnification and damages incurred due to my actions/Documents furnished by me, for any loss caused to Dr. Reddy’s as a result of any such false information. I understand that this Appointment Letter is subject to a successful background check and my medical fitness (for which I am required to undergo a medical examination as per the tests prescribed by Dr. Reddy’s).

I also agree that any discussion related to compensation is to be taken up only with the authorised undersigned. I undertake that there would be no breach of the confidentiality provisions hereunder. I hereby accept the employment subject to the terms and conditions of this Appointment Letter.

My expected date of joining the organization would be 28-Nov-2022 . Any change in my expected date of joining would be informed and shall be duly approved by Dr. Reddy’s.

Name : Nagamalla Venkata Ravi Prasad

Date : 22-Nov-2022

Place : D.No: 5-145/1, Marikavalasa , Visakhapatnam, Andhra Pradesh - 530048

Note : - - Please return one (1) duly signed copy of this offer to Dr. Reddy’s through scan or hard copy as a token of your acceptance on or before ten (10) days from the date of receipt of Appointment Letter, failing which, this offer will stand automatically withdrawn.



Letter of Intent

August 10, 2022

Surya Potnuru

Dr. V. S. Krishna Govt. Degree and PG College, Visakhapatnam

Dear Surya Potnuru,

We are pleased to inform you that you have been provisionally short-listed for employment as " **Trainee**".

We will keep you posted with respect to the start of the training programme, wherein you will be commissioned to attend the Training Programme at our Hexaware office in **Chennai**.

During the training period you will be entitled for a stipend of Rs.15000/-pm for the period of 3 months and on successful completion of your training you will be paid a salary of Rs. 3 Lac per annum.

You are required to sign a service agreement of 24 Months from the date of joining, in the event of service agreement breakage you will be required to pay a sum of Rs. 2 Lac.

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

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com

Yours faithfully,

For **HEXWARE TECHNOLOGIES LIMITED**

P. Surya

Monica Mathur

Monica Mathur
Vice President, Recruitment-India & APAC



HEXWARE TECHNOLOGIES LTD.

Regd. office: Bldg No. 152, Millennium Business Park, Sector - III, 'A' Block, TTC Industrial Area, Mahape,
Navi Mumbai, 400710, Tel.: +91 22 6791 9595, Fax: +91 22 6791 9500
(CIN) : L72900MH1992PLC069662 URL: www.hexaware.com

JOINING LETTER FOR AGNIVEER (TECH) BY OFFICE OF
ARO VISHAKHAPATNAM



ar Candidate,

Congratulations on being shortlisted for enrolment as an Agniveer in the Recruiting Year 2022-23

Your personal details are as under :-

- | | |
|--|---|
| (a) Name | : PATNANA GANESH |
| (b) Father/Guardian Name | : PATNANA TIRUPATHI |
| (c) Date of Birth | : 13-Oct-2000 |
| (d) Category/Trade | : AGNIVEER (TECH) AIAC |
| (e) Identification Marks | : i BM ABOVE UPPER LIP LT
ii BM MID ARM RT |
| (f) Highest Education Qualification | : 12th(HSC) |
| (g) Education Qualification for Entry/Recruitment | : 12th(HSC) |
| (h) Details of relaxation/ Lowering of Physical Standards, granted, if any (HT, Wt, Chest) | : - |
| (j) RollNo | : CHE/VI /AST/131122/175265 |
| (k) Block/Locality | : VIZIANAGARAM |
| (l) District | : VIZIANAGARAM |
| (m) State | : Andhra Pradesh |
| (n) Pin Code | : 535580 |
| (o) Regiment Alloted | : 1 STC, JABALPUR |
| (p) Date of Rally Screening | : 30-Aug-2022 |

10th Feb 2022,
Visakhapatnam.

To **Rallapalli Demudu Swamy**

Email: swamyrallapalli@gmail.com,

Dear **Swamy**,

On behalf of Tilicho Labs LLP. (together "Tilicho" or the "Company"), in continuation of the interview, we are pleased to make you an offer of appointment as Software Engineer in our Organisation, on the terms mentioned below in this appointment letter.

1. **Commencement Date**

Your commencement date with the Company will be **1st August, 2022**.

2. **Compensation**

Your offer cost to the company (CTC) will be **₹ 3,80,000 (Three Lacs eighty thousand only)** per annum. The cost to the company (CTC) breakup can be found in Attachment A. Please note that the take home salary is dependent on individual saving profiles and existing tax structures, and that reimbursement amount is claimed as per Government regulations. Ongoing salary appraisals will be based upon your performance and you will be entitled to the same if your performance and conduct is found to be satisfactory during the year of service in terms of efficiency, regularity, punctuality and discipline. If your performance is found unsatisfactory, increments will be withheld. Grant of increment is not automatic.

3. **Compulsory internship**

As a precursor to the job opportunity you are supposed to do a compulsory internship with us for a period of **6 months** starting **14th Feb 2022**. You would be paid a stipend of **₹ 5000/-** per month along with food and accommodation worth **₹ 7000/-** per month.

4. **Probation period**

This compulsory internship period also acts as a probation period for you. During this period both the candidate and Company reserves the right to terminate the relationship with a 1 week notice period.

5. **Leaves**

Our current leave policy is 'No Policy'. We don't count leaves and hence 'No Loss of Pay' as long it is a genuine reason and you take responsibility for your deliverables and timely reporting to your team leads about your absence with prior planning in case of casual leave. This policy is liable to be changed by the Company in near future.

6. **Place of Work**

Your place of employment will, at present, be **10-113-30/1, Beside Community Hall, Kishore Layout, Sujatha Nagar, Pendurthi, Visakhapatnam 530051**. You are, however, liable to be transferred to another place whether in existence or coming into existence hereafter, either at the place of posting or any other place where the Company may establish/open its branch office later on. You are also liable to be sent on deputation, for service at any place and in any company in which the Company may have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you.

7. **Relocation**

There is no relocation benefit.

8. **Termination**

a) **Termination by either party**

The Company reserves the right to terminate your services upon one month's notice or payment of salary in lieu thereof. You shall be bound to provide the Company with two months' notice prior to resignation during which period you have to actually work. Your notice period to the Company may not be adjusted either against privilege leave or forfeiture of salary. You will not be entitled to any leaves during your notice period.

If the exigencies of work so require, the Company may choose not to relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the Company to accept your resignation with effect from any date earlier than the one offered to you in your resignation letter. Accordingly, the Company is fully authorised to relieve you at any time during any notice period, subject to your right to receive your remaining gross salary, in lieu of the remaining period of notice. This termination clause may be suspended by any

specific agreement signed by you with the Company.

b) **Termination by the Company**

The Company shall have the right to terminate your employment forthwith without notice or payment if salary in lieu thereof if you are terminated for any of the following reasons:

- i) Your wilful failure to perform your duties and responsibilities to the Company or your violation of any written material Company policy, the conditions of work outlined in Clause VIII below;
- ii) Your commission of any act of fraud, embezzlement, dishonesty or any other gross or wilful misconduct;
- iii) Your unauthorised use or disclosure of any proprietary information or trade secrets of the Company or any other party to whom you owe an obligation of nondisclosure as a result of your relationship with the Company that results in material harm to the Company; or
- iv) Irregularity in your attendance, or your unauthorised or unapproved absence from the place of work for more than seven (7) consecutive working days; or
- v) You going on or abetting a strike in contravention of any law for the time being in force; or
- vi) You conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients
- vii) Your material breach of any of your obligations under any written agreement or covenant with the Company. The foregoing definition does not in any way limit the Company's ability to terminate your employment at any time.
- viii) You hereby agree that if the termination is found to be wrongful by an appropriate court in India, based on a non-appealable order, the maximum liability of the Company shall not exceed your fifteen (15) days' salary and statutory benefits for every year of service, in case the Company does not reinstate you.

- c) You hereby agree that if the termination is found to be wrongful by an appropriate court in India, based on a non-appealable order, the maximum liability of the Company shall not exceed your fifteen (15) days' salary and statutory benefits for every year of service, in case the Company does not reinstate you.

9. Confidential Information and Invention Assignment Agreement

In connection with your employment you will be subject to a Confidentiality and Innovations Agreement with the Company, which also contains non-solicitation and non- competition restrictive covenants as specified in said Agreement.

10. General Conditions of Work

You will be bound by the following work conditions:

- a) You will not engage in any trade or profession or undertake any employment, full or part-time or work in advisory capacity, while in service of the Company;
- b) During the employment with the Company, you shall not engage in or be concerned with or be interested in any business or profession other than your employment with the company;
- c) You may be selected and sponsored by the Company for familiarisation/training assignments with the Company's technical collaborators or any other institutions/organisations in India and/or abroad. You will diligently and beneficially take part in such assignments. The cost of such training, including the travel fare and related expenses, will be borne by the Company subject to the agreements to be drawn up and signed between the Company and you. Such agreements will be specifying the minimum period you will be required to serve the Company after completing the training and providing for payment of liquidated damages by you to the Company proportionate to the time period of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above;
- d) You will carry out your duties with diligence, and loyalty at all the times, keeping the Company's interest paramount;
- e) You shall not under any circumstances either directly or indirectly, receive or accept for your own benefit any commission, rebate, discount or profit from any person, company, or firm having business transactions with the Company;
- f) During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these

will be deemed as Rules and Regulations in terms of your employment;

- g) Should you remain absent from work, without any reasonable explanation, for more than seven (7) consecutive days, it will be presumed that you are no longer interested in working for the Company and have abandoned its services, thereby terminating your contract of service;
- h) You will be responsible for your transportation to and from the office and the Company has no liability whatsoever in this regard, irrespective of the timing of your duty;
- i) The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period;
- j) This appointment letter is governed by and shall be construed in accordance with the laws of India, and both parties to this appointment letter shall submit to the exclusive jurisdiction of the courts situated in Pune. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the Company. Any amendment or modifications to this appointment letter shall be made in writing and signed by both the parties;
- k) The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;

11. Entire Agreement

This letter supersedes and replaces any prior understandings or agreements, whether oral, written or implied, between you and the Company regarding the matters described in this letter.

12. You hereby represent and warrant to the Company that

- a) You had been provided with a copy of this Agreement for review prior to signing it.
- b) That you have reviewed the Agreement and that you understand the terms, purposes and effects of this Agreement,
- c) You have signed the Agreement only after having had the opportunity to seek clarifications;
- d) You have not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon you

- e) You have executed this Agreement of your own free will and without relying upon any statements made by the Company or any of your representatives, agents or employees
- f) This Agreement is in all respects reasonable and necessary to protect the legitimate business interests of the Company;
- g) You have all requisite power and authority, and does not require the consent of any third party to enter into this Agreement and grant the rights provided herein;
- h) The execution, delivery, and performance of this Agreement by you does not and will not conflict with, breach, violate or cause a default under any agreement, contract or instrument to which you are a party or any judgment, order or decree to which you are subject;
- i) You are not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person; and
- j) The services performed by you and all items and/or materials furnished by you in connection with or as a result of such services shall not infringe upon or violate the personal, civil or property rights, or the rights of privacy of, or constitute a libel, slander or unfair competition against or violate or infringe upon any common law right, copyright, trademark, trade name or patent or any other right of any person or entity;
- k) You will not execute any instrument or grant or transfer any rights, titles and interests inconsistent with the terms and conditions of this Agreement;
- l) You are legally permitted to be employed in India.

13. **Offer on Liquidation**

If your employment is terminated by reason of the liquidation of the Company for the purpose of reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganisation of the Company or any other corporate action (including a transfer of establishment / unit / undertaking) and you have been offered employment with the company succeeding to the Company upon such event on terms no less favourable to you than the terms in effect under this Agreement then you shall have no legal or contractual claim against the Company by reason of the termination of your employment.

14. **Data Privacy**

The Company may, in connection with your employment, receive personal data relating to you or third parties associated with you (such as spouse or

children). Such data may be received from you, or from other sources, and some limited personal data may be recorded directly or indirectly by internal security systems or by other means. Company may process such data for relevant and limited purposes. By signing this Agreement, you expressly consent to the following:

- a) the processing of your personal data by the Company;
- b) the collection and processing of sensitive personal data about you for limited purposes;
- c) the transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organisation and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.; and
- d) treating any personal data to which you have access in the course of your employment strictly in accordance with Company policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.

15. **Non-Solicitation, Relations and Non-Competition**

- a) You shall not, directly or indirectly, during twelve (12) months after the termination of employment, without the Company's prior written consent, be employed or otherwise engaged or involved in any manner, directly or indirectly, either for or without compensation, join in any of the Company's clients you have worked with as part of your job activity at the Company.
- b) If you have doubts about the applicability of non-solicitation clause, you should consult the Company management before acting.
- c) If non-solicitation is violated, you are liable to pay ₹ 5,00,000 for each violation and ₹ 25,000 per each day that the violation continues and are bound to further legal consequences.

16. **Acceptance**

Please signify your acceptance by duly replying to the email containing this offer letter. Should you fail to indicate your acceptance within (1) one day from the date of this letter, this offer of employment will be deemed to have been withdrawn and cancelled.

We are sure that you will find your employment with the Company a wonderful opportunity and we look forward to a long and mutually beneficial association.

Very truly yours,

For TILICHO LABS LLP,

A handwritten signature in black ink, appearing to read 'Hema'.

Sri Hema Kiran Mokhamatam,
Partner
Co-Founder

Attachment A: CTC Disbursement

ATTACHMENT A

CTC Disbursement

Compensation Structure	(₹ per month)	(₹ per annum)
Basic Salary	10,000	1,20,000
House rent allowance	7,500	90,000
Special Allowance	7,500	90,000
Total Gross Compensation	25,000	3,00,000

Compensation Structure	(₹ per month)	(₹ per annum)
Investment Encouragement		5000
Personal Life Insurance Purchase		5000
Personal Health Insurance Purchase		5000
Crypto Investment Encouragement		2000
Food & Beverages (Cashless)	4500	54000
Accommodation for 6 months (Cashless)	1500	9000
Cost to Company (CTC)	6000	3,80,000

You are eligible for the following benefits as mentioned in the benefits table.

- Reimbursement towards investment (which are eligible for 80C Under Income tax act, 1961) to the extent of ₹ 17,000 per annum (Subject to Proof of payment) will be given.
- Free meals during employment. (As per our audited accounts, the approximate cost per employee per month is around ₹ 4,500)
- Free accommodation for the first 6 months. (As per our estimates, the approximate cost per employee per month is around ₹ 1,500)



Name: **S SIVA SANKAR**

ID: **340341, B NO : 8025**

Centre: **NIRMAAN ORGANIZATION**



nirmaan.org
Partner logo

Mayurp
Authorized Signatory



PRIVATE AND CONFIDENTIAL

Reference No. - 1384066009

Applicant ID - 5177186

14-Jun-2022

Vommi Nagamahima

Dear Vommi,

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

Please find enclosed the job offer letter.

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

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

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

V.G.N Mahima



PRIVATE AND CONFIDENTIAL

Reference No. - 1384066009

Applicant ID - 5177186

14-Jun-2022

Vommi Nagamahima

Dear Vommi,

We are pleased to make you an offer of appointment as Assistant Manager-I in ICICI Bank. You will be placed in Branch Banking at HYDERABAD - SANJEEVAREDDY NAGA.

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

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 22-Jun-2022.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

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

V. G. N. Mahima

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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

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

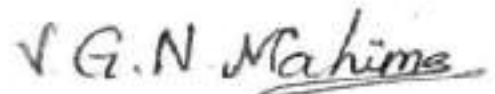
Reference No. - 1384066009

Vommi Nagamahima

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

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

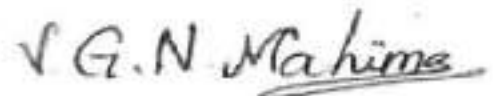
- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking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



Reference No. - 1384066009

Vommi Nagamahima

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



Reference No. - 1384066009

Vommi Nagamahima

• General:

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

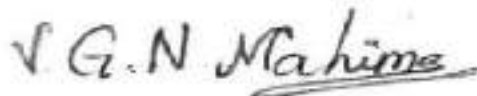
If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to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

Yours sincerely,

Krishna Murari
ZONAL RECRUITMENT HEAD

Digitally signed by Krishna Murari
Date: 2022.06.14 23:39:54 +05:30
Reason: Offer Letter
Location: Mumbai

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



Signature of Applicant

Reference No. - 1384066009

Vommi Nagamahima

Annexure:

Remuneration:

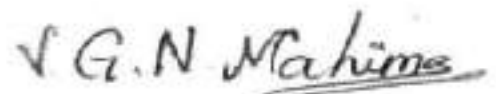
- Your Base Salary will be Rs. 99,600/- (Rupees Ninety Nine Thousand Six Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is not serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 87,000/- (Rupees Eighty Seven Thousand only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 49,800/- (Rupees Forty Nine Thousand Eight Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 14,940/- (Rupees Fourteen Thousand Nine Hundred Forty only) per annum.

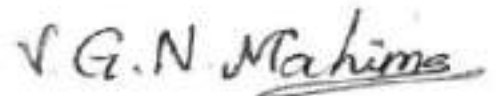


Reference No. - 1384066009

Vommi Nagamahima

Benefits:

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



Digitally signed by Krishna Murari
Date: 2022.06.14 23:39:54 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant



JOINING FORMALITIES

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

The login credentials are provided below:

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

Username: Registered email id or Applicant id

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

Following documents (Photo copies) are required to be uploaded:

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

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

V. G. N. Mahim

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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

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

Remuneration Details

Name: Vommi Nagamahima
Position: Assistant Manager-I
Group: RETAIL BANKING GROUP

	Assistant Manager-I	
	Monthly	Annual
Basic	8,300	99,600
HRA	4,150	49,800
Supplementary Allowance*	7,250	87,000
Superannuation Allowance **	1,245	14,940
Total	20,945	2,51,340
Retirals		
Retirals (PF, Gratuity) ***	2,491	29,892
Total Fixed	23,436	2,81,232
Performance Linked Retention Pay#	3,333	39,996
Total CTC	26,769	3,21,228

* Supplementary allowance will include, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 14-Jun-2022

Digitally signed by Krishna Murari
Date: 2022.06.14 23:39:54 +05:30
Reason: Offer Letter
Location: Mumbai

V.G.N. Mahima



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Deemed to be University)
Visakhapatnam | Hyderabad | Beagalur

GDU/HR/YSP/NTS/2404/2023

Date: 24th August 2023

To

Mr. Chetti Vikram,

D No: 6-74, Chinna Rushikonda,

VTC, Visakhapatnam (Rural)

Andhra Pradesh, PIN Code: 530045

E-Mail: chetti.vikram009@gmail.com | Mobile: 8074353169

OFFER LETTER

We are pleased to engage you as **'Executive – House Keeping'** in the **Department of Hospitality, Visakhapatnam Campus, GITAM (Deemed to be University)** on a **CTU (Cost to University)** of **Rs.2,28,000/-** (Rupees Two Lakh Twenty Eight Thousand Only) per annum. Please refer to Annexure for detailed Salary break-up.

You will be on probation for a period of one year from the date of joining duties, and your services will be confirmed based on your performance during the probation period.

Your initial appointment is in the **Department of Hospitality, Visakhapatnam Campus, GITAM (Deemed to be University)**, and you are required to report for duty on or before **05th September 2023**, failing which the offer of employment will be null and void.

Your appointment is subject to clearance of background verification and medical fitness. Your employment is governed by the service conditions and other rules and regulations of GITAM that are in force, which may be amended from time to time as embodied in the Employment Agreement which you are required to sign at the time of joining duty.

Please submit photocopies (one set) of the following documents along with the originals to the HR Department in the respective campus or the Directorate of Human Resources, Central Administrative Office, Visakhapatnam Campus, GITAM (Deemed to be University) as soon as possible, or latest at the time of joining duty, failing which your appointment may not be confirmed. The original documents will be returned after verification.

1. Certificates in support of educational qualifications and date of birth.
2. Aadhar card and Pan Card.
3. Physical fitness certificate from a Registered Medical Practitioner.
4. Relieving and Experience Certificate from the last employer, if employed before.
5. Latest Payslips / Bank statement as proof of your salary (latest 3 months)
6. Three photographs of passport size.
7. Aadhar verified UAN number for PF from previous Employer

Please confirm your acceptance of this offer by no later than two weeks from the date of receipt of this letter, after which the offer of the employment is automatically withdrawn.

We welcome you to the GITAM family and look forward to a mutually beneficial association.


REGISTRAR

I hereby confirm my acceptance of the above offer and confirm my joining by _____

Date:

(Signature)



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Deemed to be University)
Visakhapatnam | Hyderabad | Bengaluru

ANNEXURE

Salary Break-up

Employee Name : Mr. Chettri Vikram

Designation : Executive - House Keeping

Department / Institute : Department of Hospitality, Visakhapatnam Campus

S. No.	Salary Component	Per Month (in Rupees)	Per Annum (in Rupees)
1	Basic Pay	15,000	1,80,000
2	Special Allowance	959	11,508
	Gross Salary	15,959	1,91,508
3	Employer Contribution of EPF	1,800	21,600
4	Gratuity (Statutorily Accrued)	722	8,664
5	ESI	519	6,228
	Cost to University	19,000	2,28,000


REGISTRAR

NO. R.II-08/2023-EC-VI

Dated, the 28 August 2023

TO,

Roll No. 8007049143
NAME- YAJJALA MANIKANTA
S/O Sh. YAJJALA SURYANARAYANA
44 7 1 250 32 C SF 11 BLOCK INDHIRA
GANDHI NAGAR SANTHOSHIMAATHA
COLONY THATICHETLAPALEM DISTT-
VISAKHAPATNAM STATE- ANDHRA
PRADESH PIN-530016
Mobile No. 9390446693
(Mail Id-yajjala.manikanta01@gmail.com)

Subject: - OFFER OF APPOINTMENT FOR THE POST OF CONSTABLE (GENERAL DUTY) IN CRPF.

You have been provisionally selected by the Staff Selection Commission for the post of Constable (General Duty) and allotted to CRPF for offering you offer of appointment. Accordingly, offer appointment for the post of Constable (General Duty) in CRPF is offered. The post is purely temporary but likely to continue.

2. The Pay Scale of Constable (General Duty) as per 7th CPC lies in the pay matrix-3 and is Rs. 21,700/- as on date. In addition to this, you will be entitled to Dearness Allowance, Ration Money and other allowances as entitled to the Central Govt. employees from time to time and other allowances / benefits as admissible to the CRPF personnel.

3. The terms and conditions of appointment are as under:-

- (a) The post is combatised and purely temporary basis but likely to continue. On appointment to the said post, you will be on probation for a period of two years. On successful completion of the period of probation, you will be considered for confirmation. Your services are liable to be terminated at any time by the Appointing Authority without assigning any reasons on one month's notice during the initial period of 02 years in accordance with the Central Civil Services (Temporary Service) Rules 1965.
- (b) The appointment carries with it the liability to serve anywhere in India or outside of India.
- (c) On joining this organization you will be governed under CRPF Act-1949 read with CRPF Rules-1955 and other recruitment rules notified / amended from time to time. This joining will be regulated from the date of your joining in CRPF. You have to follow rules, orders and other instructions related to service conditions issued by the Department from time to time.
- (d) You will be required to undergo Basic Training at any of the Training Institutions of CRPF. If you are not able to undergo / complete the training successfully, your service is liable to be terminated.
- (e) If you intend to resign from service before completion of 10 years of regular service you shall be required to refund to the Government the total cost of training imparted to you in the Force or a sum equal to three months Pay and Allowances received by you prior to the date of your resignation, whichever is higher.
- (f) On joining the post offered you must meet to the eligibility conditions and be suitable for the post in all respects under provision of the relevant recruitment rules.
- (g) The CRPF has no liability in case of any injury / incident / accident occurred during the transit / journey period for joining the Force.
- (h) On appointment to the said post you will have to undergo basic training of specific period. In case you sustain any injury during the period of Basic Training and you are declared as permanently Incapacitated for service in CRPF, your service will be liable to be terminated at any time without notice. It will be dealt according to CCS (Temporary) Service Rules.
- (i) Authenticity of the Education / DOB / Caste Certificates, produced by you shall be verified from the concerned issuing authority. In case of any discrepancies found or malpractice noticed at any stage, your service shall be liable to be terminated. You shall also be liable for action against you as per law.
- (j) Your joining initially for the post of Constable (General Duty) is subject to fulfilling all eligibility conditions including medical fitness.

Cont....P/2..

- (k) You will be entitled to pay and allowances / pension benefits under NCPs (New Contributory Pension Scheme) implemented vide GOI, Ministry of Finance, OM No. F.1 (7)(2)/2003/TA/11 dated 07/01/2004. As of now you have to contribute an amount equal to minimum of 10% of your Basic Pay and DA per month towards this scheme.
- (L) You will not be entitled for reimbursement of any expenditure for the journey from your home town to the place of joining.
- (m) In case you do not report by the stipulated date mentioned at Para -4 below, the offer of appointment made to you will be deemed to have lapsed automatically and no correspondence what-so-ever on the subject will be entertained.
- (n) In case of OBC personnel the appointment is provisional and is subject to the community certificate being verified through the appropriate authority. If verification reveals that the claim of the candidate belonging to OBC or not belonging to the Creamy layer is false, the services shall be terminated forthwith without assigning any reason and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false OBC certificate. Only valid OBC certificate is required.
- (o) Detailed particulars of next of kin with proof of age / date of birth for filling various nomination forms / documents are required.
- (p) On reporting, you are requested to undergo medical examination in case the validity of one year medical fitness expires. Your appointment is subject to valid medical fitness only.

04. If you accept the offer of appointment on the terms and conditions mentioned above, you should report for duty to **The DIGP, GROUP CENTRE, CRPF, RANGAREDDY, POST- NISA HAKIMPET, TELANGANA – 500 078 (Phone No. 040-29701629)** (Bus route from Secunderabad Railway Station to CRPF – Bus No. 211M) on or before **26/09/2023** with **original copies of the following documents:**

- i) Matriculation Certificate mentioning date of birth therein, issued by the recognized School / Education Board.
- ii) Intermediate/Degree/Diploma Certificate or any other technical qualification certificate, if available.
- iii) Caste certificate for Central Government Service issued by the appropriate authority, in case you belong to SC / ST / OBC Category (Creamy / Non Creamy layer) in prescribed format as per Annexure-VI, VII & VIII of the initial notification with domicile certificate.
- iv) No objection Certificate / Discharge Certificate from previous employer, if any.
- v) **Pre-verification form enclosed with this offer of appointment be filled up properly and got attested by the authorities as mentioned in the form.**
- vi) 10 (Ten) copies of recent passport size colour photograph.
- vii) Passbook and Cheque book of savings account opened in any State Bank of India Branch in your name with ATM facility for drawal of Pay and Allowances.
- viii) A sum of Rs. 5000/- (Rupees Five Thousand only) for depositing as Mess Advance in addition to sufficient amount for your personal expenditure.
- ix) Light beddings and clothing as per requirement.
- x) PAN Card and Aadhar Card.
- xi) Domicile certificate issued by Revenue/Mandal Revenue Office.
- xii) Ex-Serviceman certificate / NOC (if applicable) and Certificate of Riot victims (if applicable) in Prescribed format as per Annexure-V of the initial notification.
- xiii) Certificate from candidates who availed relaxation in age/ height / chest measurement in respect of specified area's / state / category in prescribed format as per Annexure-IX of the initial notification.
- xiv) Any other documents produced by you at the time of documentation /DME.

Encl : As above


Commandant
GC CRPF, Rangareddy

776/849

CERTIFICATE OF CHARACTER

Certified that I have known
Mr./Ms.....Son / Daughter of
Mr..... for the last years
months and that to the best of my knowledge and belief he/she bears reputable character
and has no antecedents which render him/her unsuitable for Government Employment.

Mr./Ms.....not related to me.

Signature Gazetted Officer
Designation with seal

I am satisfied about the reliability of the person who has given the above
certificate of character.

Signature with name

Round Seal

Designation with seal
(District Magistrate or
Sub Divisional Magistrate
or their Superior Officer.)

NO. R.II-08/2023-EC-VI

Dated, the 28 August 2023

TO,

Roll No. 8007031632
NAME- **YAJJALA** PRAKASH
S/O Sh. **YAJJALA** SURYANARAYANA
44-7-1-250/32 C/SF-11BLAOCK INDRA
GANDHI NAGAR THATICHETLAPALEM
DISTT- VISAKHAPATNAM STATE-
ANDHRA PRADESH PIN-530016
Mobile No. 7396642459
(Mail Id-yprakash1613@gmail.com)

Subject: - OFFER OF APPOINTMENT FOR THE POST OF CONSTABLE (GENERAL DUTY) IN CRPF.

You have been provisionally selected by the Staff Selection Commission for the post of Constable (General Duty) and allotted to CRPF for offering you offer of appointment. Accordingly, offer appointment for the post of Constable (General Duty) in CRPF is offered. The post is purely temporary but likely to continue.

2. The Pay Scale of Constable (General Duty) as per 7th CPC lies in the pay matrix-3 and is Rs. 21,700/- as on date. In addition to this, you will be entitled to Dearness Allowance, Ration Money and other allowances as entitled to the Central Govt. employees from time to time and other allowances / benefits as admissible to the CRPF personnel.
3. The terms and conditions of appointment are as under:-
 - (a) The post is combatised and purely temporary basis but likely to continue. On appointment to the said post, you will be on probation for a period of two years. On successful completion of the period of probation, you will be considered for confirmation. Your services are liable to be terminated at any time by the Appointing Authority without assigning any reasons on one month's notice during the initial period of 02 years in accordance with the Central Civil Services (Temporary Service) Rules 1965.
 - (b) The appointment carries with it the liability to serve anywhere in India or outside of India.
 - (c) On joining this organization you will be governed under CRPF Act-1949 read with CRPF Rules-1955 and other recruitment rules notified / amended from time to time. This joining will be regulated from the date of your joining in CRPF. You have to follow rules, orders and other instructions related to service conditions issued by the Department from time to time.
 - (d) You will be required to undergo Basic Training at any of the Training Institutions of CRPF. If you are not able to undergo / complete the training successfully, your service is liable to be terminated.
 - (e) If you intend to resign from service before completion of 10 years of regular service you shall be required to refund to the Government the total cost of training imparted to you in the Force or a sum equal to three months Pay and Allowances received by you prior to the date of your resignation, whichever is higher.
 - (f) On joining the post offered you must meet to the eligibility conditions and be suitable for the post in all respects under provision of the relevant recruitment rules.
 - (g) The CRPF has no liability in case of any Injury / incident / accident occurred during the transit / journey period for joining the Force.
 - (h) On appointment to the said post you will have to undergo basic training of specific period. In case you sustain any injury during the period of Basic Training and you are declared as permanently incapacitated for service in CRPF, your service will be liable to be terminated at any time without notice. It will be dealt according to CC5 (Temporary) Service Rules.
 - (i) Authenticity of the Education / DOB / Caste Certificates, produced by you shall be verified from the concerned issuing authority. In case of any discrepancies found or malpractice noticed at any stage, your service shall be liable to be terminated. You shall also be liable for action against you as per law.
 - (j) Your joining initially for the post of Constable (General Duty) is subject to fulfilling all eligibility conditions including medical fitness.

Cont....P/2..



SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K. Lalitha Rani

Ref: SE/HR/2409/04

Date: 01-05-2022

JONNA HEMANTHKUMAR

State: Andhra Pradesh

We are pleased to offer you an appointment of Logistics Supervisor and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1, 80,000/- per annum (Rupees One Lakh Eighty Thousand only)

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





SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K.Lalitha Rani

Ref:

Date: 01-05-2022

BELLANA PYDIRAJU

State: Andhra Pradesh

We are pleased to offer you an appointment of Operations Executives and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1,90,000/- per annum (Rupees One Lakh Ninety Thousand only)

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





SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K. Lalitha Rani

Ref:

Date: 01-05-2022

ALLU LEELAVATHI

State: Andhra Pradesh

We are pleased to offer you an appointment of Front Office Executives and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1, 30,000/- per annum (Rupees One Lakh Thirty Thousand only)

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





SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K. Lalitha Rani

Ref: SE/HR/2409/03

Date: 08-06-2022

CHEEPURUPALLI PAVANI

State: Andhra Pradesh

We are pleased to offer you an appointment of Accounts Assistant and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1, 50,000/- per annum (Rupees One Lakh Fifty Thousand only)

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



SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK0731P1Z4

Proprietor: K. Lalitha Rani

Ref:

Date: 01-05-2022

KARRI VENKATASURYAKALA

State: Andhra Pradesh

We are pleased to offer you an appointment of Office Assistant and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1, 40,000/- per annum (Rupees One Lakh Forty Thousand only)

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

For SUNANDA ENTERPRISES

Authorised Signatory





SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K.Lalitha Rani

Ref:

Date: 01-05-2022

KOSETTI SRAVANI

State: Andhra Pradesh

We are pleased to offer you an appointment of Office Assistant and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1, 50,000/- per annum (Rupees One Lakh Fifty Thousand only)

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

For SUNANDA ENTERPRISES


Authorised Signatory





SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K.Lalitha Rani

Ref:

Date: 01-05-2022


KUKKALA YUSHMA

State: Andhra Pradesh

We are pleased to offer you an appointment of Front Office Executives and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1,30,000/- per annum (Rupees One Lakh Thirty Thousand only)

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

For SUNANDA ENTERPRISES

Authorised Signatory





SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K.Lalitha Rani

Ref:

Date: 01-05-2022

KORUKONDA SATISH

State: Andhra Pradesh

We are pleased to offer you an appointment of Operations Executives and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1, 90,000/- per annum (Rupees One Lakh Ninety Thousand only)

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

For SUNANDA ENTERPRISES

Authorised Signatory





SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K. Lalitha Rani

Ref:

Date: 08-06-2022

SIRIKI VAMSI

State: Andhra Pradesh

We are pleased to offer you an appointment of Logistics Supervisor and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1, 80,000/- per annum (Rupees One Lakh Eighty Thousand only)

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

For SUNANDA ENTERPRISES

Authorised Signatory





SUNANDA ENTERPRISES

Cell: +91 9381269727 email: sunandaenterprises19@gmail.com

GSTIN: 37GPCPK8731P1Z4

Proprietor: K.Lalitha Rani

Ref:

Date: 01-05-2022

TAMADA LAKSHMANARAO

State: Andhra Pradesh

We are pleased to offer you an appointment of Office Assistant and shall perform the duties that are assigned to you from time to time

You will receive an annual gross compensation (including basic and allowance) of Rs 1, 50,000/- per annum (Rupees One Lakh Fifty Thousand only)

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

For SUNANDA ENTERPRISES

Authorised Signatory



CONSULTANCY AGREEMENT

THIS CONSULTANCY AGREEMENT (the "Agreement") is entered on this **06 th Feb 2022**.

BY AND BETWEEN:

PROTIVITI INDIA MEMBER PRIVATE LIMITED (PROTIVITI), a company incorporated under the Companies Act, 1956 and having its registered office at 15th Floor, Tower A, DLF Building No. 5, DLF Phase III, DLF Cyber City, Gurgaon - 122002, India (hereinafter referred to as the "Company" which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns), Represented by **Sanjeev Agarwal**, of the ONE PART;

AND

Thamarbha Babul Naidu (hereinafter referred to as "Consultant" which expression shall, unless repugnant to the context or meaning thereof, include his/her heirs, successors, legal representatives, administrators, executors and permitted assigns) of the OTHER PART

Parties of the First and Second Parts are referred to individually as the "Party" and together, as the "Parties".

WHEREAS the Company proposes to engage the Consultant as "Principal Consultant" and the Consultant accepts his engagement in the Company and therefore the Company and the Consultant are now desirous of entering into this Agreement to record their understanding, define their mutual rights and obligations and the terms and conditions of the Consultant's engagement with the Company.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. APPOINTMENT AND TERM

- 1.1 The Company hereby engages the services of the Consultant to provide consultation in the area of "Advisory/ Consultancy engagement in Projects and Audits" for the Company for a term of three months commencing on **06 th Feb 2022**, subject to (a) the engagement being terminated earlier as provided hereinafter or (b) the engagement being extended for such further period as may be agreed upon by mutual understanding in writing.

The present Agreement is being concluded for a specific term of **90 days** in order to accomplish specific assignments.

2. SCOPE OF THE AGREEMENT

- 2.1 The Consultant shall be responsible for providing his consulting services strictly in accordance with the Company's brief/communication that shall be given to him/her from time to time. Any breach shall render the Consultant liable for consequences thereof.

After accepted
T. Babul Naidu

CA-IND-

S&P Capital IQ (India) Pvt. Ltd.
S&P House,
Buland Darya Bhawan,
Opp. Crested Woods,
Corporate Road, Pratiksha Nagar,
Ahmedabad 380001 India
T +91 79 4999 8000
spglobal.com
CIN - U72300TO1804PTC018719

OFFER LETTER
Private & Confidential

March 13, 2022
Mr. Boini Chanti Babu

We are pleased to offer you an employment opportunity as Data Researcher I at S&P Capital IQ (India) Pvt. Ltd. ("Company"), Ahmedabad.

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of joining: April 18, 2022

Your total earnings (Cost to company) is Rs. 338,400.00 (For details refer to Annexure-II and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure - I.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing a signed copy (original) of the letter within 5 days of receipt.

In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to withdraw or extend this offer.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,

[Signature]

Authorized Signatory
For S&P Capital IQ (India) Pvt. Ltd

Acknowledgement/ Acceptance

I am very pleased to accept the position as Data Researcher I at S&P Capital IQ (India) Pvt. Ltd. Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

[Signature]
B. Chanti Babu

S&P Global

Registered office: S&P Capital IQ (India) Pvt. Ltd., Floor No. 19, 20, 21, Skyview 18, Survey No. 8371, Knowledge City, Rajdurgam Village, Serlingampally Mandal, Hyderabad - 500081

CONSULTANCY AGREEMENT

THIS CONSULTANCY AGREEMENT (the "Agreement") is entered on this 06 th Feb 2022.

BY AND BETWEEN:

PROTIVITI INDIA MEMBER PRIVATE LIMITED (PROTIVITI), a company incorporated under the Companies Act, 1956 and having its registered office at 15th Floor, Tower A, DLF Building No. 5, DLF Phase III, DLF Cyber City, Gurgaon - 122002, India (hereinafter referred to as the "Company" which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns), Represented by **Sanjeev Agarwal**, of the ONE PART;

AND

Debariki Gayatri (hereinafter referred to as "Consultant" which expression shall, unless repugnant to the context or meaning thereof, include his/her heirs, successors, legal representatives, administrators, executors and permitted assigns) of the OTHER PART

Parties of the First and Second Parts are referred to individually as the "Party" and together, as the "Parties".

WHEREAS the Company proposes to engage the Consultant as "Principal Consultant" and the Consultant accepts his engagement in the Company and therefore the Company and the Consultant are now desirous of entering into this Agreement to record their understanding, define their mutual rights and obligations and the terms and conditions of the Consultant's engagement with the Company.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. APPOINTMENT AND TERM

- 1.1 The Company hereby engages the services of the Consultant to provide consultation in the area of "Advisory/ Consultancy engagement in Projects and Audits" for the Company for a term of three months commencing on 06 th Feb 2022, subject to (a) the engagement being terminated earlier as provided hereinafter or (b) the engagement being extended for such further period as may be agreed upon by mutual understanding in writing.

The present Agreement is being concluded for a specific term of 90 days in order to accomplish specific assignments.

2. SCOPE OF THE AGREEMENT

- 2.1 The Consultant shall be responsible for providing his consulting services strictly in accordance with the Company's brief/communication that shall be given to him/her from time to time. Any breach shall render the Consultant liable for consequences thereof.

offer accepted

D. Gayatri

CA-IND-

S&P Capital IQ (India) Pvt. Ltd.
S&P House,
Belted Olive Shaker,
Opp. Grand Woods,
Corporate Road, Ferozshahpur,
Ahmedabad 380011 India
T +91 79 4909 8000
spglobal.com
CIN - U72200TG1804PTC018719

OFFER LETTER
Private & Confidential

March 13, 2022
Mr. Boyini Jithendra Sai

We are pleased to offer you an employment opportunity as Data Researcher I at S&P Capital IQ (India) Pvt. Ltd. ("Company"), Ahmedabad.

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of Joining: April 18, 2022

Your total earnings (Cost to company) is Rs. 338,400.00 (For details refer to Annexure-II and Addendum).

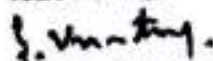
The terms and conditions of this offer are enclosed herewith in Annexure - L.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing a signed copy (original) of the letter within 5 days of receipt.

In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to withdraw or extend this offer.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

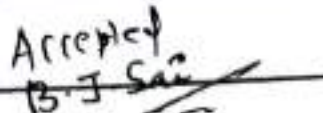
Thanking you,
Yours faithfully,



Authorized Signatory
For S&P Capital IQ (India) Pvt. Ltd

Acknowledgement/ Acceptance

I am very pleased to accept the position as Data Researcher I at S&P Capital IQ (India) Pvt. Ltd. Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Accepted


S&P Global

Registered office: S&P Capital IQ (India) Pvt. Ltd., Floor No. 18, 20, 21, Skyview 18, Survey No. 8371, Knowledge City, Rajdurgam Village, Berhampally Mandal, Hyderabad - 500081

CONSULTANCY AGREEMENT

THIS CONSULTANCY AGREEMENT (the "Agreement") is entered on this 06 th Feb 2022.

BY AND BETWEEN:

PROTIVITI INDIA MEMBER PRIVATE LIMITED (PROTIVITI), a company incorporated under the Companies Act, 1956 and having its registered office at 15th Floor, Tower A, DLF Building No. 5, DLF Phase III, DLF Cyber City, Gurgaon - 122002, India (hereinafter referred to as the "Company" which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns), Represented by Sanjeev Agarwal, of the ONE PART;

AND

Vemalatha Gampa (hereinafter referred to as "Consultant" which expression shall, unless repugnant to the context or meaning thereof, include his/her heirs, successors, legal representatives, administrators, executors and permitted assigns) of the OTHER PART

Parties of the First and Second Parts are referred to individually as the "Party" and together, as the "Parties".

WHEREAS the Company proposes to engage the Consultant as "Principal Consultant" and the Consultant accepts his engagement in the Company and therefore the Company and the Consultant are now desirous of entering into this Agreement to record their understanding, define their mutual rights and obligations and the terms and conditions of the Consultant's engagement with the Company.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. **APPOINTMENT AND TERM**

- 1.1 The Company hereby engages the services of the Consultant to provide consultation in the area of "Advisory/ Consultancy engagement in Projects and Audits" for the Company for a term of three months commencing on 06 th Feb 2022, subject to (a) the engagement being terminated earlier as provided hereinafter or (b) the engagement being extended for such further period as may be agreed upon by mutual understanding in writing.

The present Agreement is being concluded for a specific term of 90 days in order to accomplish specific assignments.

2. **SCOPE OF THE AGREEMENT**

- 2.1 The Consultant shall be responsible for providing his consulting services strictly in accordance with the Company's brief/communication that shall be given to him/her from time to time. Any breach shall render the Consultant liable for consequences thereof.

Offer Accepted
G. Vemalatha

CA-IND-



ADITYA BIRLA
CAPITAL

PROTECTING · INVESTING · FINANCING · ADVISING

Sub: Offer Letter

Date: 21-Jan-2022

Private & Confidential

Dear Konisa Sravani,

We take pleasure in inviting you to be a part of Financial Services, an the Aditya Birla Group Company.

Your journey, at Financial Services, begins with the position of "Sales Manager - Direct". The details of your compensation and benefits are enclosed in the Annexure.

This position is based out of Nellore. The summary details are provided below:

- Job Band: 11
- Designation: NA
- Function: Sales
- Reporting to Area Sales Manager

Terms and Conditions:

1. You will be on the rolls of Financial Services and all its employment conditions will be applicable. The probation period will be of six months from the 19-July-2022. You will be confirmed subject to successful completion of the probation period.
2. A detailed letter of appointment awaits you on your joining and on successful completion of joining formalities.
3. This offer is valid subject to acceptable feedback from professional reference checks, credential checks, antecedent checks and you being declared medically fit to work as per the Pre-employment health check-up.
4. All Taxes and necessary compliances will be applicable as per Indian Laws.
5. Your performance review cycle will be due for completion on 23-Aug-2023 with effective from the date of your joining.

We look forward to your offer acceptance and welcoming you on board.

Yours Faithfully,

For Financial Services

This is a system generated letter. Hence, doesn't require signature.

Aditya Birla Capital Ltd.

Registered Office: Tower 1-4, 18th Floor, Jubilee Hill Compound,
Windsor Road, Rajahmundry, Andhra Pradesh 526001
Phone: +91 876 22 40000
Fax: +91 876 22 40001
Email: careers@adityabirlacapital.com

Registered Office:

Aditya Birla Capital Ltd., 18th Floor, Jubilee Hill Compound,
Windsor Road, Rajahmundry, Andhra Pradesh 526001
Phone: +91 876 22 40000
Fax: +91 876 22 40001
Email: careers@adityabirlacapital.com

Offer Accepted
K. Sravani



ADITYA BIRLA
CAPITAL

PROTECTING · INVESTING · FINANCING · ADVISING

Sub: Offer Letter

Date: 21-Jan-2022

Private & Confidential

Dear Janakani Sivaji,

We take pleasure in inviting you to be a part of Financial Services, an the Aditya Birla Group Company.

Your journey, at Financial Services, begins with the position of "Sales Manager - Direct". The details of your compensation and benefits are enclosed in the Annexure.

This position is based out of Nellore. The summary details are provided below:

- Job Band: 11
- Designation: NA
- Function: Sales
- Reporting to Area Sales Manager

Terms and Conditions:

1. You will be on the rolls of Financial Services and all its employment conditions will be applicable. The probation period will be of six months from the 19-July-2022. You will be confirmed subject to successful completion of the probation period.
2. A detailed letter of appointment awaits you on your joining and on successful completion of joining formalities.
3. This offer is valid subject to acceptable feedback from professional reference checks, credential checks, antecedent checks and you being declared medically fit to work as per the Pre-employment health check-up.
4. All Taxes and necessary compliances will be applicable as per Indian Laws.
5. Your performance review cycle will be due for completion on 23-Aug-2023 with effective from the date of your joining.

We look forward to your offer acceptance and welcoming you on board.

Yours Faithfully,

For Financial Services

This is a system generated letter. Hence, doesn't require signature.

Aditya Birla Capital Ltd.

Head Office: Tower 1-4, 18th Floor, Jupiter Mill Compound,
Bapat Marg, Eastern Town Road, Mumbai 400 015
Tel: +91 (0)22 4305 2111
Fax: +91 (0)22 4305 2111
Website: www.adityabirlacapital.com

Registered Office:

Indira Nagar Compound, Nellore - 522 266, Andhra Pradesh
Tel: +91 28662 45211
CN: 1477206200791 (02/9/98)

*offer accepted
J. Sivaji*



ADITYA BIRLA
CAPITAL

PROTECTING - INVESTING - FINANCING - ADVISING

Sub: Offer Letter

Date: 21-Jan-2022

Private & Confidential

Dear Vanthala Buchiraju,

We take pleasure in inviting you to be a part of Financial Services, an the Aditya Birla Group Company.

Your journey, at Financial Services, begins with the position of "Sales Manager - Direct". The details of your compensation and benefits are enclosed in the Annexure.

This position is based out of Nellore. The summary details are provided below:

- Job Band: 11
- Designation: NA
- Function: Sales
- Reporting to Area Sales Manager

Terms and Conditions:

1. You will be on the rolls of Financial Services and all its employment conditions will be applicable. The probation period will be of six months from the 19-July-2022. You will be confirmed subject to successful completion of the probation period.
2. A detailed letter of appointment awaits you on your joining and on successful completion of joining formalities.
3. This offer is valid subject to acceptable feedback from professional reference checks, credential checks, antecedent checks and you being declared medically fit to work as per the Pre-employment health check-up.
4. All Taxes and necessary compliances will be applicable as per Indian Laws.
5. Your performance review cycle will be due for completion on 23-Aug-2023 with effective from the date of your joining.

We look forward to your offer acceptance and welcoming you on board.

Yours Faithfully,

For Financial Services

This is a system generated letter. Hence, doesn't require signature.

Aditya Birla Capital Ltd.

The Industrial Centre, Tower 1-C, 18th Floor, Jupiter MID Compound,
New Airport Road, Marri, Hyderabad - 500 011.
Phone: 011-2676245711
Email: careers@adityabirlacapital.com

Registered Office:

Indira Nagar Compound, Nellore - 524 201, Andhra Pradesh
Phone: 0864-2676245711
CIN: U67120TG2007PL058600

*Offer Accepted
V. Buchiraju*

CONSULTANCY AGREEMENT

THIS CONSULTANCY AGREEMENT (the "Agreement") is entered on this 06 th Feb 2022.

BY AND BETWEEN:

PROTIVITI INDIA MEMBER PRIVATE LIMITED (PROTIVITI), a company incorporated under the Companies Act, 1956 and having its registered office at 15th Floor, Tower A, DLF Building No. 5, DLF Phase III, DLF Cyber City, Gurgaon - 122002, India (hereinafter referred to as the "Company" which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns), Represented by **Sanjeev Agarwal**, of the ONE PART;

AND

Rada Lokesh Kumar (hereinafter referred to as "Consultant" which expression shall, unless repugnant to the context or meaning thereof, include his/her heirs, successors, legal representatives, administrators, executors and permitted assigns) of the OTHER PART

Parties of the First and Second Parts are referred to individually as the "Party" and together, as the "Parties".

WHEREAS the Company proposes to engage the Consultant as "Principal Consultant" and the Consultant accepts his engagement in the Company and therefore the Company and the Consultant are now desirous of entering into this Agreement to record their understanding, define their mutual rights and obligations and the terms and conditions of the Consultant's engagement with the Company.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements contained herein, the Parties hereby agree as follows:

1. APPOINTMENT AND TERM

- 1.1 The Company hereby engages the services of the Consultant to provide consultation in the area of "Advisory/ Consultancy engagement in Projects and Audits" for the Company for a term of three months commencing on 06 th Feb 2022, subject to (a) the engagement being terminated earlier as provided hereinafter or (b) the engagement being extended for such further period as may be agreed upon by mutual understanding in writing.

The present Agreement is being concluded for a specific term of 90 days in order to accomplish specific assignments.

2. SCOPE OF THE AGREEMENT

- 2.1 The Consultant shall be responsible for providing his consulting services strictly in accordance with the Company's brief/communication that shall be given to him/her from time to time. Any breach shall render the Consultant liable for consequences thereof.

offer accepted
R. Lokesh Kumar

S&P Capital IQ (India) Pvt. Ltd.
S&P House,
Behind Divya Bhaskar,
Opp. Orchid Woods,
Corporate Road, Prahladnagar,
Ahmedabad 380001 India
T +91 79 4800 8000
spglobal.com
CIN - U72200TG1984PTC018719

OFFER LETTER
Private & Confidential

March 13, 2022

Ms. Kolli Kanaka Maha Lakshmi

We are pleased to offer you an employment opportunity as Data Researcher I at S&P Capital IQ (India) Pvt. Ltd. ("Company"), Ahmedabad.

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of joining: April 18, 2022

Your total earnings (Cost to company) is Rs. 338,400.00 (For details refer to Annexure-II and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure-I.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing a signed copy (original) of the letter within 5 days of receipt.

In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to withdraw or extend this offer.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you,
Yours faithfully,

J. V. V. V.

Authorized Signatory
For S&P Capital IQ (India) Pvt. Ltd

Acknowledgement/ Acceptance

I am very pleased to accept the position as Data Researcher I at S&P Capital IQ (India) Pvt. Ltd. Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Accepted
K. Kanaka Maha Lakshmi

S&P Global

Registered office: S&P Capital IQ (India) Pvt. Ltd., Floor No. 19, 20, 21, Skyview 16, Survey No. 83/1, Knowledge City, Raidurgam Village, Serilingampally Mandal, Hyderabad - 500081

To

DATE: 01-12-2023

Ms. K.RAMYA SREE

Address CHENGALRAO PETA, BONDAVARI VEDI ,
VIVEKANANDA SCHOOL (22-18-16)

Email: ramyasri779494@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

1. Your Service will Commence with effect from your date of joining Dt : 05-12-2023
2. Your Consultancy period is **Six months** from the date of Joining
3. The period is renewed before expiry subject to requirement of organisation.
4. Either party have to give **15 Days Notice** to leave /termination.
5. Organisation can terminate consultancy on Non Performance or Indiscipline.
6. All the rules and regulation of organisation is applicable as any other employee of this organisation.
7. This offer of employment would stand valid for a period of one month from the date of issue and may not be considered thereafter.
8. At the time of reporting for duties, please ensure to bring the following Documents/ certificates :
 - Educational Qualification Certificates photo copies.
 - Photo copy of residence proof
 - Three passport size latest colour photographs
 - Proof of age : Birth Certificate or 10th class certificate
 - Information of your blood group
 - Aadhar Card , Pan Card Photo copies
 - Bank Pass book Xerox Copy
 - Previous Employment Details with Offer Letters

We look forward for your acceptance of this offer and join at the earliest.

We sincerely welcome you to **JS SKILL SOLUTIONS** family.

With Best Wishes

JS SKILL SOLUTIONS

AUTHORIZED SIGNATORY



A circular blue stamp with the text "JS SKILL SOLUTIONS" around the perimeter. In the center, there is a handwritten signature in blue ink.

To

Ms. ONUMU SUSEELA

Address : KOMMADI VILLAGE,VISAKHAPATNAM

Email: onumusrinu143@gmail.com

DATE: 01-12-2023

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

1. Your Service will Commence with effect from your date of joining Dt : 05-12-2023
2. Your Consultancy period is **Six months** from the date of Joining
3. The period is renewed before expiry subject to requirement of organisation.
4. Either party have to give **15 Days Notice** to leave /termination.
5. Organisation can terminate consultancy on Non Performance or Indiscipline.
6. All the rules and regulation of organisation is applicable as any other employee of this organisation.
7. This offer of employment would stand valid for a period of one month from the date of issue and may not be considered thereafter.
8. At the time of reporting for duties, please ensure to bring the following Documents/ certificates :
 - Educational Qualification Certificates photo copies.
 - Photo copy of residence proof
 - Three passport size latest colour photographs
 - Proof of age : Birth Certificate or 10th class certificate
 - Information of your blood group
 - Aadhar Card , Pan Card Photo copies
 - Bank Pass book Xerox Copy
 - Previous Employment Details with Offer Letters

We look forward for your acceptance of this offer and join at the earliest.

We sincerely welcome you to **JS SKILL SOLUTIONS** family.

With Best Wishes

JS SKILL SOLUTIONS

AUTHORIZED SIGNATORY



To

DATE: 01-12-2023

Mr. RAJANA ARUN KUMAR

Address : D/NO:10-35-11/C, BANOJI NAGAR, MAHA RANI PETA,
BACK SIDE OF RAMALAYAM TEMPLE, VISAKHAPATNAM (URBAN)

Email: saiarun1947@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

1. Your Service will Commence with effect from your date of joining Dt : 05-12-2023
2. Your Consultancy period is **Six months** from the date of Joining
3. The period is renewed before expiry subject to requirement of organisation.
4. Either party have to give **15 Days Notice** to leave /termination.
5. Organisation can terminate consultancy on Non Performance or Indiscipline.
6. All the rules and regulation of organisation is applicable as any other employee of this organisation.
7. This offer of employment would stand valid for a period of one month from the date of issue and may not be considered thereafter.
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 - Educational Qualification Certificates photo copies.
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 - Three passport size latest colour photographs
 - Proof of age : Birth Certificate or 10th class certificate
 - Information of your blood group
 - Aadhar Card , Pan Card Photo copies
 - Bank Pass book Xerox Copy
 - Previous Employment Details with Offer Letters

We look forward for your acceptance of this offer and join at the earliest.

We sincerely welcome you to **JS SKILL SOLUTIONS** family.

With Best Wishes

JS SKILL SOLUTIONS

AUTHORIZED SIGNATORY



To

DATE: 01-12-2023

Mr. VANTHALA UDAY KIRAN

Address : SARIYAPALLI(VILLETTE) SEEKARI(POST)

PEDABAYALU(MANDALAM)

Email: udayvanthala855@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

1. Your Service will Commence with effect from your date of joining Dt : 05-12-2023
2. Your Consultancy period is **Six months** from the date of Joining
3. The period is renewed before expiry subject to requirement of organisation.
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 - Photo copy of residence proof
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 - Proof of age : Birth Certificate or 10th class certificate
 - Information of your blood group
 - Aadhar Card , Pan Card Photo copies
 - Bank Pass book Xerox Copy
 - Previous Employment Details with Offer Letters

We look forward for your acceptance of this offer and join at the earliest.

We sincerely welcome you to **JS SKILL SOLUTIONS** family.

With Best Wishes

JS SKILL SOLUTIONS


AUTHORIZED SIGNATORY



JS SKILL SOLUTIONS

512, Block -A, Mahalakshmi Enclave, Durganagar, Madhurawada, Visakhapatnam, Andhrapradesh -530041
7330858131
jsskillsolutions@gmail.com

GST NO: 37AJSPG6659AIZY

To

DATE: 01-11-2023

Ms. ALPANA REVATHI

Address : POORNA MARKET PANDA STREET(VZG)

Email: revathialapana001@email.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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With Best Wishes

JS SKILL SOLUTIONS


AUTHORIZED SIGNATORY

To

DATE: 01-11-2023

Mr. GURRI MAHALAKSHMINAIDU

Address : CHARAKAM (VILLAGE), THEEDA (POST),
KASMIKOTA (MANDAL) VISAKHAPATNAM (DISTRICT).

Email: gurrinlnaidu@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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With Best Wishes

JS SKILL SOLUTIONS

AUTHORIZED SIGNATORY





JS SKILL SOLUTIONS

512, Block -A, Mahalakshmi Enclave ,Durganagar, Madhurawada, Visakhapatnam, Andhrapradesh -530041
7330858131
jskillsolutions@gmail.com

GST NO: 37AJSPG6659AIZY

To

DATE: 01-11-2023

Ms. BEVARA.ANUSHA

Address : 20-17-4 PANI DORAPETA NEVER BEACH ROAD VISAKHAPATNAM

Email: anushabevara1808@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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We sincerely welcome you to **JS SKILL SOLUTIONS** family.

With Best Wishes

JS SKILL SOLUTIONS



AUTHORIZED SIGNATORY

To

Ms. TOMPALA.KEERTHI

Address : SRIKAKULAM NAVAGAM(VILLAGE)

Email: priyakeerthi417@gmail.com

DATE: 01-11-2023

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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We sincerely welcome you to **JS SKILL SOLUTIONS** family.

With Best Wishes
JS SKILL SOLUTIONS


AUTHORIZED SIGNATORY

To

DATE: 01-10-2023

Ms. AMUJURI DHARANI

Address : KOTHAPALEM, GOPALAPATNAM, VISAKHAPATNAM

Email: amujuridharani@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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We sincerely welcome you to **JS SKILL SOLUTIONS** family.

With Best Wishes

JS SKILL SOLUTIONS


AUTHORIZED SIGNATORY

To

DATE: 01-10-2023

Ms. BALAGA INDIRA

Address : VAMBY COLONY, MADHURAWADA,
VISHAKHAPATNAM

Email: balagaindira485@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam** .

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We sincerely welcome you to **JS SKILL SOLUTIONS** family.

With Best Wishes
JS SKILL SOLUTIONS



AUTHORIZED SIGNATORY

To

Mr. NEDURI SUMANTH

Address : JAGADAMBA JUNCTION, MAHARANIPETA,
VISAKHAPATNAM-530002

Email: sumanth143deepu@gmail.com

DATE: 01-10-2023

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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JS SKILL SOLUTIONS

512, Block -A, Mahalakshmi Enclave ,Durganagar, Madhurawada, Visakhapatnam, Andhrapradesh -530041
7330858131
jsskillsolutions@gmail.com

GST NO: 37AJSPG6659AIZY

To

DATE: 01-10-2023

Mr. KARRI NAGABABU

Address : 1-79-2 LAKSHMIDEVIPETA KOTANANDURU(MD
EAST GODAVARI (AP)

Email: karrinagababu302@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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With Best Wishes

JS SKILL SOLUTIONS

AUTHORIZED SIGNATORY



To

DATE: 01-09-2023

Mr. PILLA ASWANI KUMAR

Address : MATTAVANI PALEM (VILLAGE) RAVIKAMATHAM (MANDAL)
VISKHAPATNAM (DISTRICT)

Email: aswinpilla9@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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With Best Wishes

JS SKILL SOLUTIONS

AUTHORIZED SIGNATORY



To

DATE: 01-09-2023

Mr. K SANKARI

Address : RUGADA (VILL) HIRAMANDALAM (MD) SRIKAKULAM (DIST)

Email: sankarkundingi55@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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With Best Wishes

JS SKILL SOLUTIONS

AUTHORIZED SIGNATORY



A circular blue stamp with the text "JS SKILL SOLUTIONS" around the perimeter. In the center, there is a handwritten signature in blue ink. Below the signature, the words "AUTHORIZED SIGNATORY" are printed in blue capital letters.

To

DATE: 01-09-2023

Mr. G.SAI KRISHNA

Address : 2-44/3, KRISHNAPURAM (V), YELLAMANCHILI (M),
VISHAKAPATNAM (DT), 531055, ANDHRA PRADESH

Email: gannamraju.sai.krishna@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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To

DATE: 01-09-2023

Mr. RAYITI SATTIYYA

Address : RUSHIKONDA GITAM ENG CLG VISAKHAPATNAM

Email: rayitisattiya2002@gmail.com

Sub:- Letter of Offer

With reference to your job application and subsequent interview and discussion you had with us at our office. We are Pleased to offer you as a Trainee in our organisation. The Nature of Job responsibilities are as Discussed and you will be designated as a Trainee in our Organization which is located in **Visakhapatnam**.

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With Best Wishes

JS SKILL SOLUTIONS

AUTHORIZED SIGNATORY





Ram's Fashion Jewellery

ID No:110141

Date: 02-06-2022

Name: ESWAR CHINNAM

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of E-Commerce Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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



www.ramsonegramjewellery.com



Venugopal nivas life line hospital street kaklnada



+918247490851

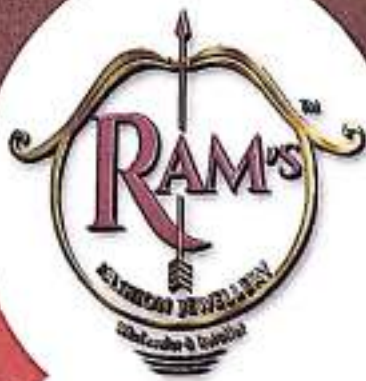
FOR RAM'S IMITATION JEWELLERY

[Signature]

Director of Marketing



Scanned with OKEN Scanner



Ram's Fashion Jewellery

ID No:110142

Date: 02-06-2022

Name: GANESH KIKKARA

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of E-Commerce Executive and shall perform the duties that are assigned to you from time to time.

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www.ramsonegramjewellery.com



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+918247490851

For RAM'S IMITATION JEWELLERY
For RAM'S IMITATION JEWELLERY

Director of Marketing
Proprietor
Proprietor



Scanned with OKEN Scanner



Ram's Fashion Jewellery

ID No:110139

Date: 02-06-2022

Name: DIVYA KATTA

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of E-Commerce Executive and shall perform the duties that are assigned to you from time to time.

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For RAM'S IMITATION JEWELLERY

Director Of Marketing



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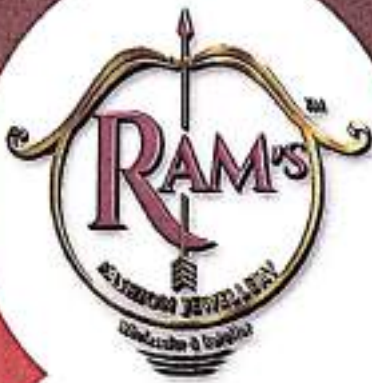
Venugopal nivas life line hospital street Kaklnada



+918247490851



Scanned with OKEN Scanner



Ram's Fashion Jewellery

ID No:110138

Date: 02-06-2022

Name: DAYAMAYUDU MASADI

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of E-Commerce Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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

For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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+918247490851





Ram's Fashion Jewellery

ID No:110137

Date: 02-06-2022

Name: CHANDINI SHAIK

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of E-Commerce Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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+918247490851





Ram's Fashion Jewellery

ID No:110136

Date: 02-06-2022

Name: CHAKRAVARTHI SAVARA

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of E-Commerce Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of
Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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

for RAM'S IMITATION JEWELLERY

Proprietor

Director Of Marketing



www.ramsonegramjewellery.com



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+918247490851





Ram's Fashion Jewellery

ID No:110135

Date: 02-06-2022

Name: BHUMIKA VALLA

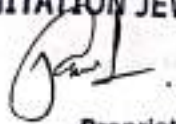
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For RAM'S IMITATION JEWELLERY


Proprietor
Director Of Marketing



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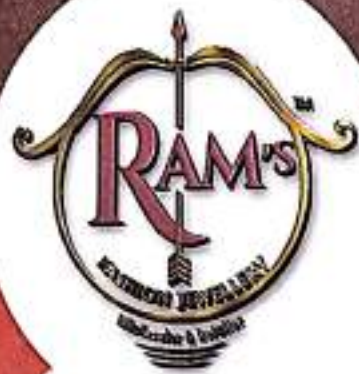


venugopal nilvas life line hospital street kaklnada



+918247490851





Ram's Fashion Jewellery

ID No:110133

Date: 02-06-2022

Name: BHARATH KUMAR PALIKI

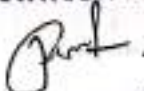
Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Digital Marketing Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,40,000/- per annum (Rupees One Lakh Forty Thousand only)

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

For RAM'S IMITATION JEWELLERY


Proprietor
Director Of Marketing



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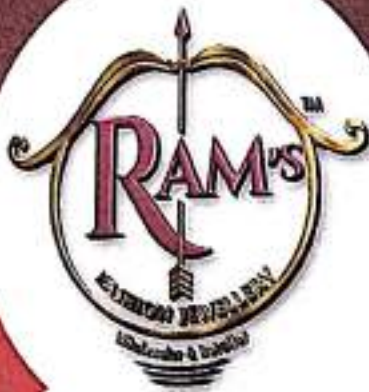


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ID No:110132

Date: 02-06-2022

Name: ANNA KUMARI KIMUDU

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Digital Marketing Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,40,000/- per annum (Rupees One Lakh Forty Thousand only)

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

For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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Ram's Fashion Jewellery

ID No:110131

Date: 02-06-2022

Name: AMRUTHA LANKA

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Digital Marketing Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,40,000/- per annum (Rupees One Lakh Forty Thousand only)

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

For RAM'S IMITATION JEWELLERY


Proprietor
Director Of Marketing



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ID No:110140

Date: 02-06-2022

Name: DIVYA SRI PEDADA

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of E-Commerce Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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



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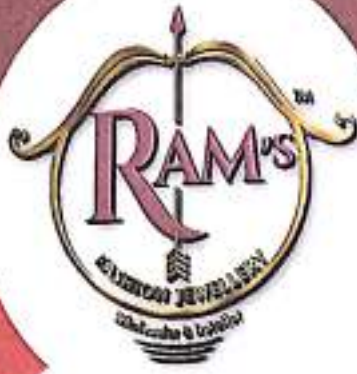
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for RAM'S IMITATION JEWELLERY
Director of Marketing





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ID No:110134

Date: 02-06-2022

Name: BHARATHI PAGI

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Digital Marketing Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,40,000/- per annum (Rupees One Lakh Forty Thousand only)

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

For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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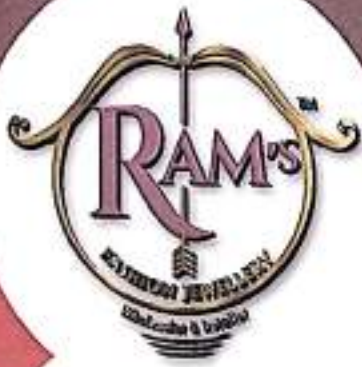
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ID No:110243

Date: 04-05-2022

Name: MAHESWARA RAO VEGOTI

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Sales Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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

For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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ID No:110242

Date: 04-05-2022

Name: MADHAVI POTHINA

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Sales Front office Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,35,000/- per annum (Rupees One Lakh thirty Five Thousand only)

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

For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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ID No:110244

Date: 04-05-2022

Name: RAMYA SRI RAGALA

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Sales Front office Executive and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,35,000/- per annum (Rupees One Lakh thirty Five Thousand only)

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

For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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ID No:110245

Date: 09-05-2022

Name: SAI PERIMALA

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Sales operations and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of
Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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

For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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ID No:110246

Date: 09-05-2022

Name: SAILAJA KANTARI

Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam

We are pleased to offer you an appointment of Sales operations and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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

For RAM'S IMITATION JEWELLERY

Proprietor
Director Of Marketing



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ID No:110247

Date: 09-05-2022

Name: PRASANTH KUMAR GUDIVADA

**Address: Dr VS Krishna Govt Degree and PG College Autonomous
Visakhapatnam**

We are pleased to offer you an appointment of Sales operations and shall perform the duties that are assigned to you from time to time.

You will receive an annual gross compensation (including basic and allowance) of Rs 1,30,000/- per annum (Rupees One Lakh thirty Thousand only)

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

For RAM'S IMITATION JEWELLERY

Director Of Marketing



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PSPL/2024/OF/*8355/Group Leader

March 24, 2022
RAYITI SATTIYYA
Eluru

Dear RAYITI SATTIYYA

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **317109/-** 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 **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
5. You shall be initially deputed at **Eluru**. 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.



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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
G.SAI KRISHNA
Eluru

Dear G.SAI KRISHNA

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02B** in our Company on the following terms and conditions:

10. Your Total Fixed CTC is Rs. **317109/-** 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.
11. 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.
12. 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.
13. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
14. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
15. 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.
16. 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.
17. 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.
18. 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.



19. 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.
20. 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.
21. A detailed brief on KRAs and scope of work will be given to you on joining.
22. 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.
23. 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.
24. 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.
25. 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.
26. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
27. 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.



20. 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.

- k. High School and Senior Secondary Certificates and Mark sheets
- l. Graduation / Post Graduation certificate(s) along with mark sheets
- m. Experience certificate and salary slip from last employer.
- n. Blood Group.
- o. Relieving certificate from last employer.
- p. 3 Passport Size Photographs.
- q. Form 16 from last employer.
- r. Photo Identity Proof.
- s. PAN Number.
- t. Aadhaar Card

24. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

25. 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.

26. 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.

27. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- d. Contact Number/Mobile Number.
- e. Residential Address.
- f. Personal E-mail ID

25. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
K SANKAR
Eluru

Dear K SANKAR

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02A** in our Company on the following terms and conditions:

19. Your Total Fixed CTC is Rs. **317109/-** 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.
20. 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.
21. 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.
22. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
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24. 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.
25. 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.
26. 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.
27. 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.



28. 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.
29. 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.
30. A detailed brief on KRAs and scope of work will be given to you on joining.
31. 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.
32. 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.
33. 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.
34. 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.
35. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
36. 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.



21. 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.

- u. High School and Senior Secondary Certificates and Mark sheets
- v. Graduation / Post Graduation certificate(s) along with mark sheets
- w. Experience certificate and salary slip from last employer.
- x. Blood Group.
- y. Relieving certificate from last employer.
- z. 3 Passport Size Photographs.
- aa. Form 16 from last employer.
- bb. Photo Identity Proof.
- cc. PAN Number.
- dd. Aadhaar Card

28. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

29. 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.

30. 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.

31. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- g. Contact Number/Mobile Number.
- h. Residential Address.
- i. Personal E-mail ID

26. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
PILLA ASWANI KUMAR
Eluru

Dear PILLA ASWANI KUMAR

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02A** in our Company on the following terms and conditions:

28. Your Total Fixed CTC is Rs. **317109/-** 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.
29. 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.
30. 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.
31. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
32. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
33. 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.
34. 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.
35. 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.
36. 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.



37. 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.
38. 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.
39. A detailed brief on KRAs and scope of work will be given to you on joining.
40. 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.
41. 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.
42. 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.
43. 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.
44. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
45. 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.



22. 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.

- ee. High School and Senior Secondary Certificates and Mark sheets
- ff. Graduation / Post Graduation certificate(s) along with mark sheets
- gg. Experience certificate and salary slip from last employer.
- hh. Blood Group.
- ii. Relieving certificate from last employer.
- jj. 3 Passport Size Photographs.
- kk. Form 16 from last employer.
- ll. Photo Identity Proof.
- mm. PAN Number.
- nn. Aadhaar Card

32. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

33. 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.

34. 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.

35. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- j. Contact Number/Mobile Number.
- k. Residential Address.
- l. Personal E-mail ID

27. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
KARRI NAGABABU
Eluru

Dear KARRI NAGABABU

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02B** in our Company on the following terms and conditions:

37. Your Total Fixed CTC is Rs. **317109/-** 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.
38. 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.
39. 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.
40. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
41. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
42. 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.
43. 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.
44. 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.
45. 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.



46. 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.

47. 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.

48. A detailed brief on KRAs and scope of work will be given to you on joining.

49. 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.

50. 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.

51. 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.

52. 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.

53. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

54. 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.



23. 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.

- oo. High School and Senior Secondary Certificates and Mark sheets
- pp. Graduation / Post Graduation certificate(s) along with mark sheets
- qq. Experience certificate and salary slip from last employer.
- rr. Blood Group.
- ss. Relieving certificate from last employer.
- tt. 3 Passport Size Photographs.
- uu. Form 16 from last employer.
- vv. Photo Identity Proof.
- ww. PAN Number.
- xx. Aadhaar Card

36. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

37. 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.

38. 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.

39. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- m. Contact Number/Mobile Number.
- n. Residential Address.
- o. Personal E-mail ID

28. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
NEDURI SUMANTH
Eluru

Dear NEDURI SUMANTH

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02B** in our Company on the following terms and conditions:

46. Your Total Fixed CTC is Rs. **317109/-** 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.
47. 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.
48. 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.
49. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
50. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
51. 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.
52. 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.
53. 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.
54. 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.



55. 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.
56. 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.
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59. 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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61. 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.
62. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
63. 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.



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- aaa. Experience certificate and salary slip from last employer.
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40. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

41. 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.

42. 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.

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- p. Contact Number/Mobile Number.
- q. Residential Address.
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29. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
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Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
BALAGAINDIRA
Eluru

Dear **BALAGAINDIRA**

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02A** in our Company on the following terms and conditions:

55. Your Total Fixed CTC is Rs. **317109/-** 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.

56. 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.

57. 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.

58. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

59. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

60. 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.

61. 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.

62. 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.

63. 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.



64. 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.
65. 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.
66. A detailed brief on KRAs and scope of work will be given to you on joining.
67. 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.
68. 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.
69. 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.
70. 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.
71. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
72. 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.



25. 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.

- iii. High School and Senior Secondary Certificates and Mark sheets
- jjj. Graduation / Post Graduation certificate(s) along with mark sheets
- kkk. Experience certificate and salary slip from last employer.
- lll. Blood Group.
- mmm. Relieving certificate from last employer.
- nnn. 3 Passport Size Photographs.
- ooo. Form 16 from last employer.
- ppp. Photo Identity Proof.
- qqq. PAN Number.
- rrr. Aadhaar Card

44. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

45. 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.

46. 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.

47. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- s. Contact Number/Mobile Number.
- t. Residential Address.
- u. Personal E-mail ID

30. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
AMUJURI DHARANI
Eluru

Dear **AMUJURI DHARANI**

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02A** in our Company on the following terms and conditions:

64. Your Total Fixed CTC is Rs. **317109/-** 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.

65. 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.

66. 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.

67. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

68. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

69. 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.

70. 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.

71. 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.

72. 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.



73. 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.

74. 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.

75. A detailed brief on KRAs and scope of work will be given to you on joining.

76. 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.

77. 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.

78. 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.

79. 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.

80. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

81. 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.



26. 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.

- sss. High School and Senior Secondary Certificates and Mark sheets
- ttt. Graduation / Post Graduation certificate(s) along with mark sheets
- uuu. Experience certificate and salary slip from last employer.
- vvv. Blood Group.
- www. Relieving certificate from last employer.
- xxx. 3 Passport Size Photographs.
- yyy. Form 16 from last employer.
- zzz. Photo Identity Proof.
- aaaa. PAN Number.
- bbbb. Aadhaar Card

48. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

49. 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.

50. 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.

51. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- v. Contact Number/Mobile Number.
- w. Residential Address.
- x. Personal E-mail ID

31. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
TOMPALA.KEERTHI
Eluru

Dear TOMPALA.KEERTHI

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02C** in our Company on the following terms and conditions:

73. Your Total Fixed CTC is Rs. **317109/-** 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.

74. 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.

75. 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.

76. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

77. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

78. 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.

79. 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.

80. 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.

81. 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.



82. 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.
83. 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.
84. A detailed brief on KRAs and scope of work will be given to you on joining.
85. 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.
86. 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.
87. 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.
88. 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.
89. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
90. 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.



27. 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.

- cccc. High School and Senior Secondary Certificates and Mark sheets
- dddd. Graduation / Post Graduation certificate(s) along with mark sheets
- eeee. Experience certificate and salary slip from last employer.
- ffff. Blood Group.
- gggg. Relieving certificate from last employer.
- hhhh. 3 Passport Size Photographs.
- iiii. Form 16 from last employer.
- jjjj. Photo Identity Proof.
- kkkk. PAN Number.
- llll. Aadhaar Card

52. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

53. 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.

54. 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.

55. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- y. Contact Number/Mobile Number.
- z. Residential Address.
- aa. Personal E-mail ID

32. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
BEVARA.ANUSHA
Eluru

Dear **BEVARA.ANUSHA**

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02C** in our Company on the following terms and conditions:

82. Your Total Fixed CTC is Rs. **317109/-** 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.

83. 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.

84. 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.

85. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

86. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

87. 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.

88. 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.

89. 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.

90. 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.



91. 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.
92. 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.
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pppp. Blood Group.
qqqq. Relieving certificate from last employer.
rrrr. 3 Passport Size Photographs.
ssss. Form 16 from last employer.
tttt. Photo Identity Proof.
uuuu. PAN Number.
vvvv. Aadhaar Card

56. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

57. 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.

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cc. Residential Address.
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33. 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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CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
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* 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/2024/OF/*8355/Group Leader

March 24, 2022

GURRI MAHALAKSHMINAIDU

Eluru

Dear GURRI MAHALAKSHMINAIDU

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02A** in our Company on the following terms and conditions:

91. Your Total Fixed CTC is Rs. **317109/-** 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.
92. 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.
93. 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.
94. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.
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96. 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.
97. 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.
98. 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.
99. 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.



100. 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.

101. 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.

102. A detailed brief on KRAs and scope of work will be given to you on joining.

103. 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.

104. 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.

105. 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.

106. 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.

107. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

108. 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.



29. 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.

www. High School and Senior Secondary Certificates and Mark sheets
xxxx. Graduation / Post Graduation certificate(s) along with mark sheets
yyyy. Experience certificate and salary slip from last employer.
zzzz. Blood Group.
aaaaa. Relieving certificate from last employer.
bbbbb. 3 Passport Size Photographs.
ccccc. Form 16 from last employer.
ddddd. Photo Identity Proof.
eeeee. PAN Number.
fffff. Aadhaar Card

60. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

61. 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.

62. 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.

63. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

ee. Contact Number/Mobile Number.

ff. Residential Address.

gg. Personal E-mail ID

34. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
ALPANA REVATHI
Eluru

Dear **ALPANA REVATHI**

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02C** in our Company on the following terms and conditions:

100. Your Total Fixed CTC is Rs. **317109/-** 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.

101. 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.

102. 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.

103. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

104. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

105. 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.

106. 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.

107. 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.

108. 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
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 Viasnani Summit, 6/B 7th Main,
80 Feet Road, 3rd Block, Industrial Layout, Koramangala, Bangalore - 560034



109. 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.

110. 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.

111. A detailed brief on KRAs and scope of work will be given to you on joining.

112. 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.

113. 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.

114. 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.

115. 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.

116. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

117. 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.



30. 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.

ggggg. High School and Senior Secondary Certificates and Mark sheets
hhhhh. Graduation / Post Graduation certificate(s) along with mark sheets
iiii. Experience certificate and salary slip from last employer.
jjjj. Blood Group.
kkkkk. Relieving certificate from last employer.
llll. 3 Passport Size Photographs.
mmmm. Form 16 from last employer.
nnnn. Photo Identity Proof.
oooo. PAN Number.
pppp. Aadhaar Card

64. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

65. 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.

66. 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.

67. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

hh. Contact Number/Mobile Number.
ii. Residential Address.
jj. Personal E-mail ID

35. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
VANTHALA UDAY KIRAN
Eluru

Dear VANTHALA UDAY KIRAN

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02C** in our Company on the following terms and conditions:

109. Your Total Fixed CTC is Rs. **317109/-** 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.

110. 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.

111. 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.

112. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

113. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

114. 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.

115. 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.

116. 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.

117. 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.



118. 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.

119. 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.

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121. 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.

122. 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.

123. 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.

124. 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.

125. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

126. 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.



31. 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.

qqqqq. High School and Senior Secondary Certificates and Mark sheets

rrrrr. Graduation / Post Graduation certificate(s) along with mark sheets

sssss. Experience certificate and salary slip from last employer.

ttttt. Blood Group.

uuuuu. Relieving certificate from last employer.

vvvvv. 3 Passport Size Photographs.

wwwww. Form 16 from last employer.

xxxxx. Photo Identity Proof.

yyyyy. PAN Number.

zzzzz. Aadhaar Card

68. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

69. 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.

70. 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.

71. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

kk. Contact Number/Mobile Number.

ll. Residential Address.

mm. Personal E-mail ID

36. 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

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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
RAJANA ARUN KUMAR
Eluru

Dear **RAJANA ARUN KUMAR**

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02A** in our Company on the following terms and conditions:

118. Your Total Fixed CTC is Rs. **317109/-** 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.

119. 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.

120. 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.

121. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

122. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

123. 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.

124. 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.

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126. 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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131. 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.

132. 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.

133. 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.

134. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

135. 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.



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cccccc. Experience certificate and salary slip from last employer.
ddddd. Blood Group.
eeeeee. Relieving certificate from last employer.
ffffff. 3 Passport Size Photographs.
gggggg. Form 16 from last employer.
hhhhh. Photo Identity Proof.
iiiiii. PAN Number.
jjjjj. Aadhaar Card

72. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

73. 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.

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nn. Contact Number/Mobile Number.
oo. Residential Address.
pp. Personal E-mail ID

37. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
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* 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/2024/OF/*8355/Group Leader

March 24, 2022
K RAMYA SREE
Eluru

Dear K RAMYA SREE

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02C** in our Company on the following terms and conditions:

127. Your Total Fixed CTC is Rs. **317109/-** 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.

128. 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.

129. 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.

130. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

131. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

132. 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.

133. 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.

134. 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.

135. 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
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



136. 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.

137. 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.

138. A detailed brief on KRAs and scope of work will be given to you on joining.

139. 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.

140. 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.

141. 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.

142. 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.

143. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

144. 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.



33. 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.

kkkkkk. High School and Senior Secondary Certificates and Mark sheets
lllll. Graduation / Post Graduation certificate(s) along with mark sheets
mmmmm. Experience certificate and salary slip from last employer.
nnnnn. Blood Group.
ooooo. Relieving certificate from last employer.
ppppp. 3 Passport Size Photographs.
qqqqq. Form 16 from last employer.
rrrrr. Photo Identity Proof.
sssss. PAN Number.
ttttt. Aadhaar Card

76. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

77. 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.

78. 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.

79. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

qq. Contact Number/Mobile Number.
rr. Residential Address.
ss. Personal E-mail ID

38. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	26426	317109
Variable		
Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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/2024/OF/*8355/Group Leader

March 24, 2022
ONUMU SUSEELA
Eluru

Dear **ONUMU SUSEELA**

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Group Leader.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Group Leader in Grade-SG02C** in our Company on the following terms and conditions:

136. Your Total Fixed CTC is Rs. **317109/-** 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.

137. 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.

138. 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.

139. You will be expected to join duty on **April 01, 2022** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **CH NV Krishna Kavuru**, Contact No. **9666844999** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Distribution.Helpdesk@paytm.com, our team will reach out to you on priority.

140. You shall be initially deputed at **Eluru**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

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142. 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.

143. 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.

144. 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.



145. 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.

146. 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.

147. A detailed brief on KRAs and scope of work will be given to you on joining.

148. 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.

149. 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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151. 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.

152. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

153. 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.



34. 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.

uuuuuu. High School and Senior Secondary Certificates and Mark sheets
vvvvvv. Graduation / Post Graduation certificate(s) along with mark sheets
wwwww. Experience certificate and salary slip from last employer.
xxxxxx. Blood Group.
yyyyyy. Relieving certificate from last employer.
zzzzzz. 3 Passport Size Photographs.
aaaaaaa. Form 16 from last employer.
bbbbbbb. Photo Identity Proof.
ccccccc. PAN Number.
ddddddd. Aadhaar Card

80. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

81. 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.

82. 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.

83. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

tt. Contact Number/Mobile Number.
uu. Residential Address.
vv. Personal E-mail ID

39. 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

CTC Structure		
Salary Components	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	6967	83601
Statutory Bonus	2300	27600
Gross Salary	24417	293001
PF (Employer)	1800	21600
ESIC (Employer)	0	0
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Performance Linked Incentive (PLI)*	12000	144000
Total Salary (Gross CTC)	38426	461109

* 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.

Tirupati Rao



sankrtir@



PerkinElmer®

For the Better



Name : Merisarla Naveen Kumar
Designation : Quality Analyst
Email : naveenmarisarla9347@gmail.com
Mobile No. : 6303975451
Emp. ID. : 5000703
Blood Gr. : O+ve

Mylan Laboratories Limited
Unit-1, Survey No. 10, Gaddapotharam village,
Kazipally Industrial Area, MedUnnamed Rd, Chetlapotharam,
Telangana 500043



LAURUS Labs

Knowledge . Innovation . Excellence



Hema Kumar B
Quality Control
Emp No. 11371

● **A+ve**

Salayana
Issuing Authority

Laurus Labs Limited

Jawaharlal Nehru Pharma City, Plot No.21
Parawada, Visakhapatnam - 531021

Ph: +91 891-3061222 Fax: +91 891-3061270.



Name : Gedela Sireesha

Emp ID : 50382

Dept : Analytical Research and
Development

Unit : R & D

METROCHEM AP



METROCHEM AP
PRIVATE LIMITED

Date :16/01/2024

To
Gowtam Kumar Kondapalli
(Code: CAN608286)

Provisional Offer Letter for Fixed Term Contract

We are pleased to offer you employment in our organization at Randstad India Pvt. Ltd as **Analytical Service Consultant**. Your services are being deputed to **FERRING PHARMACEUTICALS PRIVATE LIMITED** at **Hyderabad** based on the following terms and conditions:

- Your employment will be valid from **23/01/2024 To 22/01/2025** , unless and until it is specifically extended in writing by Randstad India Pvt Ltd.
- Your Salary Gross will be INR 377,064.00 per Annum (as per Annexure 1) and will be paid out basis your actual joining date.
- Your employment is subject to completing our onboarding process, which requires you to :
 - a. Complete on the Randstad portal:
 - Employee profile form
 - Statutory Nomination forms like ESIC, PF, Mediclaim etc.
 - b. Upload proofs of your documents:
 - Government mandated ID proof: Aadhar Card and PAN
 - Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc.
 - Copy of both Educational certificates & Previous employment documents.
 - Bank Details for Salary processing: Copy of cancelled cheque.
- The employment opportunity envisaged under this provisional offer letter is subject to successful Background Verification and other necessary checks. During the course of your Background Verification, if it is found that any information/document provided by you is false, fabricated, and/or incorrect or you fail to report on the specified date(s), in such circumstances, any offer made to you and/or your appointment shall automatically stand revoked.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next step is for you to log into Randstad Direct, our employee portal to accept this offer.

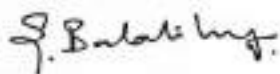
You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/before your DOJ.

Please get in touch with us for any queries.

Wishing you the very best!

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

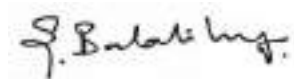
Annexure I: Salary Breakup

Component	Monthly	Yearly
Basic	16,500.00	198,000.00
House Rent Allowance	6,600.00	79,200.00
Statutory Bonus	1,375.00	16,500.00
Other Allowance	1,547.00	18,564.00
Telephone Reimbursement	3,000.00	36,000.00
Vehicle Reimbursement	2,400.00	28,800.00
Gross Salary	31,422.00	377,064.00
Employer's Contribution to EPF	1,800.00	21,600.00
Insurance	130.00	1,560.00
CTC (Cost to the company)	33,352.00	400,224.00
Employee's Contribution to EPF	1,800.00	21,600.00
Total Deduction	1,800.00	21,600.00
Net-Take Home	29,622.00	355,464.00

* Income tax, Professional tax and LWF as applicable will be deducted.

* All the taxes will be deducted as applicable by law. Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

METROCHEM API PRIVATE LIMITED

Corporate Office: The Watermark, 3rd Floor, Plot No 11, Survey No 9, Whitefields, Kondapur, Hitech City, Hyderabad 500084, Telangana State, India. Tel: +91-40-69069999
CIN: U24239TG2002PTC039223 | contact@metroapi.com | www.metroapi.com



OFFER LETTER

Date: 26-06-2023

To

Ms. Vaddadi Sowmya

D.No:10-50-41/28A,Ramnagar,
Visakhapatnam.

Dear Ms. Vaddadi Sowmya,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee Chemist, Quality Control** department at our **UNIT B** and you will be paid for a CTC of **Rs. 2,10,000.00/-** (Rupees Two Lakh Ten Thousand only) all inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **10-07-2023** subject to the submission of medical reports and required documents as mentioned in Annexure-II. You are requested to report to the HR Department at the address mentioned below on any working day for completing the joining formalities.

Unit-B: Sy No.530 and 534, Temple Road, Bonthapally, Gummadidala, Sangareddy District 502313 Telangana State, India.

The letter of appointment including all terms and conditions would be issued to you at the time of your joining. Please note that this offer is valid subject to the information furnished by you being found true & correct. On scrutiny, if found otherwise, the company reserves the right to terminate the offer.

In case you wish to leave the services after joining the company, you need to give three months' prior notice in writing. The company will not accept salary payment in lieu of notice by the employee and thus the resignee has to necessarily serve the three months' notice. The Organization may choose to release the employee in case of termination without notice period of service at its sole discretion.

Please acknowledge the receipt of this letter and confirm us your acceptance and date of reporting immediately.

With Best wishes,

For Metrochem API Pvt. Ltd


Rajesh Karicherla

Associate Vice President

Corporate Human Resources



Volume • Quality



Registered Office: Flat No 302, Bhanu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038,
Telangana State, India.



METROCHEM API PRIVATE LIMITED

Corporate Office: The Watermark, 3rd Floor, Plot No 11, Survey No 9, Whitefields, Kondapur, Hitech City, Hyderabad 500084, Telangana State, India. Tel: +91-40-69069999
CIN: U24239TG2002PTC039223 | contact@metroapi.com | www.metroapi.com



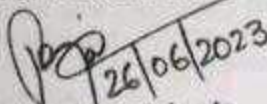
Annexure -I

Name	Ms. Vaddadi Sowmya
Designation	Trainee Chemist
Department	Quality Control
Approved CTC Per Annum	2,10,000.00

EARNINGS	MONTHLY	YEARLY
Basic	9,455.00	1,13,462.00
HRA	3,782.00	45,385.00
Special Allowance	2,520.00	30,237.00
SUB TOTAL (A)	15,757.00	1,89,084.00
PF - Employer	1,135.00	13,620.00
PF - Other Charges	95.00	1,140.00
ESI Employer	513.00	6,156.00
TOTAL	17,500.00	2,10,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,135.00	13,620.00
ESI	119.00	1,428.00
TOTAL DEDUCTIONS (B)	1,254.00	15,048.00
TOTAL (A-B)	14,503.00	1,74,036.00

Note: The salary breakup Total(A-B) is Net Salary. Sub Total (A) is Gross Salary and Total is a CTC.

For Metrochem API Pvt. Ltd


Rajesh Karicherla
Associate Vice President
Corporate Human Resources



Volume • Quality

Registered Office: Flat No 302, Bhanu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038,
Telangana State, India.



MIRACLE

SOFTWARE SYSTEMS



Suneetha Gandhi

Marketing

EMP ID : 5882

Employee Signature

Issuing Authority

MIG-49, Lawsons Bay Colony, Visakhapatnam AP India
www.miraclesoft.com | 0891-6696666



ఆంధ్రప్రదేశ్ ప్రభుత్వము
మత్స్యశాఖ
Certificate of Licence of a Fishing Boat



1. Name of the Fishing Boat : **LAKSHMI SIRISHA**
2. Number & Date of Certificate of Registration : **IND-AP-E2-MM-716 & 13/06/2022**
(రిజిస్ట్రేషన్ నెంబరు మరియు తేదీ)
3. Number & Date of Licence : **AP-L141398/22 & 13/06/2022**
(లైసెన్సు నెంబరు మరియు తేదీ)
4. Name and Address of the Person/s to whom the Licence is issued : **PINAPOTHU KAMALAKAR**
D.NO.47-3-116, YETIMOGA, KAKINADA PIN 533002
CELL 9010893956 / 6303555724
PINAPOTHU KAMALAKAR
(లైసెన్సు సర్టిఫికేట్ చిరునామా)
5. Particulars of Fishing Vessel Licensed
బోటు యొక్క వివరములు
a) Length (Mtrs) : **14.600** b) Breadth (Mtrs) : **4.800** c) Depth (Mtrs) : **2.500**
దొడ పొడవు వెడల్పు మేటర్లలో లోతు
6. Make and HP of Engine (ఇంజన్ వివరములు)
Make Year of make Engine Number HP
(తయారీ) (తయారీ సంవత్సరము) (ఇంజన్ నెంబరు) (హెచ్ పి)
SINOTRUK 2020 130806-2201175 180
7. Type of Vessel : **Trawler boat-MPV II**
చేపల బోటు యొక్క రకము : **ట్రాల్లర్ బోటు ఎమ్ ఎఫ్ వి - 2**
8. Fishing Gear Licensed : **TRAWL NETS**
ఫిషింగ్ గేర్ : **లాగుడు వల / త్రాల్ వల**
9. Specified Area for which the License is issued : **As proscribed in MFR Act**
వేటచేయు ప్రదేశము
10. Period for which the License is issued : **01/07/2022 to 30/06/2025**
(లైసెన్సు సర్టిఫికేట్ కాలము)



Authorized Officer-2
Fishing Harbour

Place : **KAKINADA FISHING HARBOUR**
Date : **13/06/2022**

ANDHRA PRADESH
Signature and Seal of the Authorised Officer



Sekhmet
Pharmaventures



Botta Prasad

AR & D

Optimus Pharma Private Limited.
(A Sekhmet Pharmaventures Company)

Issuing Authority

Joint CSIR - UGC NET DECEMBER, 2023

National Testing Agency - Score Card

Print

Application Number:	231620124734	Roll Number:	AP14000147
Candidate's Name:	KUNA PRASADA RAO		
Mother's Name:	KUNA CHINNAMMI		
Father's Name:	KUNA APPANNA		
Category:	OBC-NCL AS PER CENTRAL LIST	Person with Disability (PwD):	No
Gender:	Male	Date of Birth:	06-06-2000
Subject:	Chemical Sciences (701)		
No of Candidates in this Subject	Registered: 50526	Appeared: 40272	
Applied For:	JRF(Junior Research Fellowship) & Assistant	K. Prasada Rao	
Marks			
Paper	Maximum Marks	Marks Obtained	
Part A	30	-1.000	
Part B	70	34.500	
Part C	100	70.000	
Total Marks	200	103.500	
Total Marks Obtained (in Words)	One Hundred Three point Five Zero Zero Only		
Result	JRF(NET)-UGC		
Rank	88		

Date: 03-02-2024

Senior Director (NTA)

Note:

- This electronically generated Score Card is the official Score Card issued by NTA and does not require any signature.
- Candidate's particulars including Category and Person with Disability (PwD) status have been indicated as mentioned by the candidate in the online Application Form.
- The National Testing Agency (NTA) has taken due care while uploading the Score Card. However, in case of any inadvertent error, NTA reserves the right to rectify the same at a later stage.



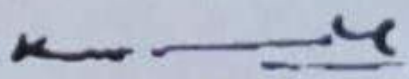
AUROBINDO



Emp. Code : 96297

Name : KESANA KURTHI SAI

Dept. : QUALITY CONTROL


Issuing Authority



Date: 24th September, 2022

Confidential...

Mr. Baniseti Sasi Kumar,
S/o Baniseti Raju,
8/405-1, Devangula Vari Veedhi,
Godugu Peta, Machilipatnam,
Krishna, Andhra Pradesh - 521001

Letter of Offer

Dear Mr. Sasi Kumar,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Trainee Chemist - Analytical Research and Development (Grade: TR-I)** in **M/s Optimus Drugs (P) limited (R&D Center)**, Plot No 73/B & 73/B/2, EPIP, IDA, Pashamylaram, Patancheru, Hyderabad - 502 307. The detailed appointment letter will be given to you at the time of joining. You have to Join **on or before 1st October, 2022** otherwise this offer will stand withdrawn automatically.

You will be paid salary as discussed with the undersigned.

You are required to carry the following documents at the time of joining.

1. Copy of Offer Letter.
2. Proof of date of birth SSC/ SSLC / HSC certificate stating date of birth.
3. All Educational Qualification Certificates (Originals & Xerox Copies).
4. Six Photographs (Passport size – Colour).
5. Appointment Letter of Previous Company.
6. Relieving & Service Certificate from Previous Employer & Last Drawn Salary slip.
7. Copy of PAN & AADHAR (2 Copies Each Mandatory).
8. Form 16 & Bank Statement.
9. Employees Provident Fund - **UAN** (Universal Account Number) (if applicable).
10. All Experience and Relieving letters from Previous Companies (if applicable).
11. Pre-employment Medical Examination-You need to undergo medical tests and submit the form along with the reports on day of joining.

This letter of offer is being sent in duplicate. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining with us. We sincerely welcome you to our **OPTIMUS** family.

With best wishes,

For **OPTIMUS DRUGS (P) LTD,**

AUTHORIZED SIGNATORY

I accept the above terms.

Signature:

Name:

Date:



Date: 24th September, 2022

To,
M/s Panchasheel Medical Services Pvt Ltd,
Secunderabad,
Hyderabad, Telangana.

Dear Sir / Madam,

Pre-Employment Medical Health Check-Up

As per our agreement with your institution for Pre-Employment Medical Health Check-Up screening, we request you to do needful as per the details mentioned below.

Name of the Employee	:	Baniseti Sasi Kumar
Type of Check-Up	:	Pre-Employment Medical Health Check-Up
Payment Basis	:	Credit Basis
Clinic Address	:	Panchasheel Medical Services Pvt Ltd,Hyd.
Pre-Employment Medical Certificate	:	The Employee
Invoice to be raise on the name of	:	M/s Optimus Drugs (P) Ltd.
Reports & Invoice to be sent	:	The Employer (II nd Floor, Sy No. 37/A & 37/P, Plot No.6P, Signature Towers, Kothaguda, Kondapur, Hyderabad – 500 084, Telangana.)
Note	:	Employee have to attend the Pre- Employment Medical Check-up on or before 09:00 AM with empty Stomach (Fasting)

S No	Hospital	Contact Person	Mobile No.	Clinic Address	Clinic Phone
1	Secunderabad	Mr. Yadagiri	9618111551	# 401 A&B, Navketan Complex,Clock Tower, Secunderabad ,Hyderabad, Telangana 500003.	9618111551 9000144488

For **OPTIMUS DRUGS (P) LTD,**

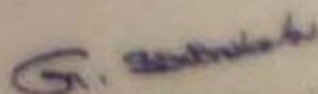
AUTHORIZED SIGNATORY

PULSUS
WWW.PULSUS.COM



Employee ID : U5T1448
Emp Name : D.SWATHI
Unit Name : OMICS International Pvt Ltd
Blood Group : O+VE
Date of Issue : 19-05-2022
Valid Upto : 24-01-2024
Contact No : 0891-3356300

Signature of Authorised
Officer


Signature of Authorised
Person of the Unit

OMICS INTERNATIONAL PVT. LTD

(IT/ITES SEZ), Aforesaid Building, M/s Wipro Limited, (IT/ITES SEZ),
By: Wipro P. Resapuvanipalem Village, Old T.B. Hospital Premises,
Sri. Narayana Road, Visakhapatnam-530013, AP, India.

ELITE EDUCATIONAL SOCIETY

50-50-30/12/1, B.S. Layout, Seethammadhara, Visakhapatnam - 13, A.P

OFFER LETTER

Date: 06-06-2022

Dear, T. Chandra Moumika.

M.Sc. organic Chemistry

Dr. V.S Krishna Govt. Degree College (A),

Visakhapatnam.

Sub: Offer of employment as Junior Lecturer at Elite Educational Society, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Junior Lecturer at Elite Educational Society, Visakhapatnam, subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

You are required to report at the college as soon as completion of your SEM-IV Examination. You will be given a detailed appointment order upon your joining. This appointment is valid for one academic year and bound to continue till end of the academic year. Based the performance, you may continue for the next academic year.

Wish You all the Best

Yours Sincerely,



S. Srinivasulu
PRINCIPAL
ELITE JUNIOR COLLEGE
VISAKHAPATNAM

ELITE EDUCATIONAL SOCIETY

50-50-30/12/1, B.S. Layout, Seethammadhara, Visakhapatnam - 13, A.P

OFFER LETTER

Date: 06-06-2022.

Dear, K. Devi Annapurna.

M.Sc. organic chemistry

Dr. V.S Krishna Govt. Degree College (A),

Visakhapatnam.

Sub: Offer of employment as Junior Lecturer at Elite Educational Society, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Junior Lecturer at Elite Educational Society, Visakhapatnam. subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

You are required to report at the college as soon as completion of your SEM-IV Examination. You will be given a detailed appointment order upon your joining. This appointment is valid for one academic year and bound to continue till end of the academic year. Based the performance, you may continue for the next academic year.

Wish You all the best

Yours Sincerely,



S. Srinivas
PRINCIPAL
ELITE JUNIOR COLLEGE
VISAKHAPATNAM



Bio Enviro Chemical Solutions

An ISO 9001:2015 certified laboratory
NSIC No: NSIC/GP/VSP/2021/91277
Labour licence No: IRE012203014182
APPCB: PCB/ROVSP/BMW/HCL-/2022
Web: <https://bioenvirochemical.com>

Mobile: +91 8886009370
MSME No: UDYAM-AP-10-0013612
GST No: 37FWLP82194C1ZL
DSIR (under evaluation)
e-Mail: info@bioenvirochemical.com

OFFER LETTER

Date: 02-07-2022

Dear, R. Suresh.

M.Sc. organic chemistry

Dr. V.S Krishna Govt. Degree College (A),

Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-08-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck

Yours Sincerely,

Division Head

CHEMICAL SOLUTIONS

Visakhapatnam-530017, INDIA



#8 6-14, Laxmi Villas, Chirana Waltair, Visakhapatnam-530017, India.



Bio Enviro Chemical Solutions

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NSIC No: NSIC/GP/VSP/2021/91277

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GST No: 37FWLPB2194C1ZL

DSIR (under evaluation)

e-Mail: info@bioenvirochemical.com

OFFER LETTER

Date: 02-07-2022

Dear, B. Giri

M.Sc. organic chemistry

Dr. V.S Krishna Govt. Degree College (A),

Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be **Rs.14,000** per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-08-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck

P. S.

Yours Sincerely,

Division Head

BIO ENVIRO CHEMICAL SOLUTIONS
Visakhapatnam-530017 INDIA



#8-6-14, Laxmi Villas, Chinna Waltair, Visakhapatnam-530017, India.



Bio Enviro Chemical Solutions

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Mobile: +91 8886009370

MSME No: UDYAM-AP-10-0013612

GST No: 37FWLPB2194C1Z1

DSIR (under evaluation)

e-Mail:

OFFER LETTER

Date: 09-05-2022

Dear, B. Surya prabhavathi

M.Sc. organic chemistry

Dr. V.S Krishna Govt. Degree College (A),

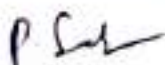
Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-07-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck



Yours Sincerely,

Division Head

BIO ENVIRO CHEMICAL SOLUTIONS
Chinnawaltair, Visakhapatnam-530017 INDIA



#8-6-14, Laxmi Villas, Chinna Waltair, Visakhapatnam-530017, India.



Bio Enviro Chemical Solutions

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MSME No: UDYAM-AP-10-0013612
GST No: 37FWLPB2194C1Z1
DSIR (under evaluation)
e-Mail: info@bioenvirochemical.com

OFFER LETTER

Date: 09-05-2022

Dear, N. Appala Raju,
M.Sc. organic chemistry
Dr. V.S Krishna Govt. Degree College (A),
Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-07-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck

Yours Sincerely,

Dr.

BIO ENVIRO CHEMICAL SOLUTIONS
Waltair, Visakhapatnam 530017 INDIA



#8-6-14, Laxmi Villas, Chinna Waltair, Visakhapatnam-530017, India.

ELITE EDUCATIONAL SOCIETY

50-50-30/12/1, B.S. Layout, Seethammadhara, Visakhapatnam - 13, A.P

OFFER LETTER

Date: 06-06-2022

Dear, G. Indravathi

M.Sc. Analytical chemistry

Dr. V.S Krishna Govt. Degree College (A),

Visakhapatnam.

Sub: Offer of employment as Junior Lecturer at Elite Educational Society, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Junior Lecturer at Elite Educational Society, Visakhapatnam. subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

You are required to report at the college as soon as completion of your SEM-IV Examination. You will be given a detailed appointment order upon your joining. This appointment is valid for one academic year and bound to continue till end of the academic year. Based the performance, you may continue for the next academic year.

Wish You all the best

Yours Sincerely,



S. Srinivasulu
PRINCIPAL
ELITE JUNIOR COLLEGE
VISAKHAPATNAM

ELITE EDUCATIONAL SOCIETY

50-50-30/12/1, B.S. Layout, Seethammadhara, Visakhapatnam - 13, A.P

OFFER LETTER

Date: 06-06-2022.

Dear, Setti Bhavani

M.Sc. Analytical chemistry

Dr. V.S Krishna Govt. Degree College (A),

Visakhapatnam.

Sub: Offer of employment as Junior Lecturer at Elite Educational Society, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Junior Lecturer at Elite Educational Society, Visakhapatnam. subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

You are required to report at the college as soon as completion of your SEM-IV Examination. You will be given a detailed appointment order upon your joining. This appointment is valid for one academic year and bound to continue till end of the academic year. Based the performance, you may continue for the next academic year.

Wish You all the best!

Yours Sincerely,



S. S. PRINCIPAL
ELITE JUNIOR COLLEGE
VISAKHAPATNAM



Bio Enviro Chemical Solutions

An ISO 9001:2015 certified laboratory
NSIC No: NSIC/GP/VSP/2021/91277
Labour licence No: IRE012203014182
APPCB: PCB/ROVSP/BMW/HCE-/2022
Web: <https://bioenvirochemical.com>

Mobile: +91 8886009370
MSME No: UDYAM-AP-10-0013612
GST No: 37FWLPB2194C1Z1
DSIR (under evaluation)
e-Mail:

OFFER LETTER

Date: 02-07-2022

Dear, B. Suryam.
M.Sc. Analytical chemistry
Dr. V.S Krishna Govt. Degree College (A),
Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-08-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck


Yours Sincerely,

Division Head
BIO CHEMICAL SOLUTIONS
Visakhapatnam 530017 INDIA



#8-6-14, Laxmi Villas, Chinna Waltair, Visakhapatnam-530017, India



Bio Enviro Chemical Solutions

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MSME No: UDYAM-AP-10-0013612
GST No: 37FWLPB2194C1ZL
DSIR (under evaluation)
e-Mail: info@bioenvirochemical.com

OFFER LETTER

Date: 02-07-2022


Dear, G. Nani Babu.
M.Sc. Analytical chemistry
Dr. V.S Krishna Govt. Degree College (A),
Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-08-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck


Yours Sincerely,



Division H-1
BIO ENVIRO CHEMICAL SOLUTIONS
Chinna Waltair, Visakhapatnam-530017 INDIA



#8-6-14, Laxmi Villas, Chinna Waltair, Visakhapatnam-530017, India.

Bio Enviro Chemical Solutions

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NSIC No: NSIC/GP/VSP/2021/91277
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APPCB: PCB/ROVSP/BMW/HCE-/2022
Web: <https://bioenvirochemical.com>

Mobile: +91 8886679170
MSME No: UDYAMA RD 15-0013612
GST No: 37FWLPS8219AC1J1
DSIR (under evaluation)
e-Mail

OFFER LETTER

Date: 02-07-2022

Dear, A. Venkata Manikanta.
M.Sc. Analytical chemistry
Dr. V.S Krishna Govt. Degree College (A),
Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of **Lab Assistant** at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be **Rs.14,000 per Month**.

Your appointment will take effect from the date of joining, which is not later than the date:01-08-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck


Yours Sincerely,

Division Head
BIO CHEMICAL SOLUTIONS
Visakhapatnam-530017 INDIA



22-6-14, Laxmi Villas, Chinna Waltair, Visakhapatnam-530017, India



Bio Enviro Chemical Solutions

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Mobile: +91 8886009370
MSME No: UDYAM-AP-10-0013612
GST No: 37FWLPB2194C1ZL
DSIR (under evaluation)
e-Mail

OFFER LETTER

Date: 09-05-2022

Dear, ch. Venkateswarulu.
M.Sc. Analytical chemistry
Dr. V.S Krishna Govt. Degree College (A),
Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-07-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck


Yours Sincerely,

BIO ENVIRO CHEMICAL SOLUTIONS
Chinnna Waltair, Visakhapatnam - 530017 INDIA



#8 & 14, Laxmi Villas, Chinnna Waltair, Visakhapatnam 530017, India.



Bio Enviro Chemical Solutions

An ISO 9001:2015 certified laboratory

NSIC No: NSIC/GP/VSP/2021/91277

Labour licence No: IRE012703014182

APPCB: PCB/ROVSP/BMW/HCE-/2022

Web: <https://bioenvirochemical.com>

Mobile: +91 8886009370

MSME No: UDYAM-AP-10-0013612

GST No: 37FWLPB2194C1ZL

DSIR (under evaluation)

e-Mail: info@bioenvirochemical.com

OFFER LETTER

Date: 09-05-2022

Dear, R. Veeeranjanyulu

M.Sc. Analytical chemistry

Dr. V.S Krishna Govt. Degree College (A),

Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-07-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck



Yours Sincerely,

BIO ENVIRO CHEMICAL SOLUTIONS
Visakhapatnam, Visakhapatnam-530017, INDIA



#8-6-14, Laxmi Villas, Chinna Waltair, Visakhapatnam-530017, India.



Bio Enviro Chemical Solutions

An ISO 9001:2015 certified laboratory

NSIC No: NSIC/GP/VSP/2021/91277

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Web: <https://bioenvirochemical.com>

Mobile: +91 8886009370

MSME No: UDYAM-AP-10-0013612

GST No: 37FWLPB7194C1ZL

DSIR (under evaluation)

e-Mail:

OFFER LETTER

Date: 09-05-2022

Dear, A. Sai Akhil.

M.Sc. Analytical chemistry

Dr. V.S Krishna Govt. Degree College (A),

Visakhapatnam.

Sub: Offer of employment as Lab Assistant, Bio Enviro Chemical Solutions, Visakhapatnam.

With reference to your application and on subsequent interview, we have pleasure in offering you the position of Lab Assistant at Bio Enviro Chemical Solutions subject to your being found medically fit. Your remuneration will be Rs.14,000 per Month.

Your appointment will take effect from the date of joining, which is not later than the date:01-07-2022, you are accepted to join on or before the given date. You will be given a detailed appointment order upon your joining. Bio Enviro Chemical Solutions offers immense opportunity for growth, which depends entirely upon your performance and contributions.

Wish You Good Luck

Yours Sincerely,

For

BIO ENVIRO CHEMICAL SOLUTIONS

Visakhapatnam - 530017 INDIA



#8 6-14, Laxmi Villas, Chinna Waltair, Visakhapatnam-530017, India.



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **RAMYA BOTSA**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

Note: The finalization of Branch will be done in the Level II of the selection Procedure. The teacher's choice and preference will be considered for the finalization of branch based on the requirement and availability. The CTC will be 1.2 LPA to 2.4 LPA depends on the performance in training period.



Authorized Signatory

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

Place :Visakhapatnam.

Date:

Signature of the applicant



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms **BUDDAREDDY PAVAN KUMAR REDDY**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

Note: The finalization of Branch will be done in the Level II of the selection Procedure. The teacher's choice and preference will be considered for the finalization of branch based on the requirement and availability. The CTC will be 1.2 LPA to 2.4 LPA depends on the performance in training period.



Authorized Signatory

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

Place :Visakhapatnam.

Date:

Signature of the applicant



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms **SIRIKI SANDHYA**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

Note: The finalization of Branch will be done in the Level II of the selection Procedure. The teacher's choice and preference will be considered for the finalization of branch based on the requirement and availability. The CTC will be 1.2 LPA to 2.4 LPA depends on the performance in training period.



Authorized Signatory

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

Place :Visakhapatnam.

Date:

Signature of the applicant



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms **GUDIYA SAI SRIVIDYA**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Authorized Signatory

CERTIFICATE OF ACCEPTANCE

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

Place :Visakhapatnam.

Date:

Signature of the applicant



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms **GORLE INDRAVATHI**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

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Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **ANIMIREDDI HARIKA SAI SANTHOSHI RUPA**
Qualification : **M.Sc.**
Department / Designation : **CHEMISTRY**
Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **KUNA PRASADA RAO**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Place :Visakhapatnam.

Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **GARIKINA ROHINI**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Place :Visakhapatnam.

Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **BARRE SURYA PRABHAVATHI**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Place :Visakhapatnam.

Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **KALIGOTLA MOUNIKA**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Place :Visakhapatnam.

Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **POTHULA HARIKA**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Place :Visakhapatnam.

Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **DARA SOWJANYA**

Qualification : **M.Sc.**

Department / Designation : **CHEMISTRY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **CHEMISTRY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **REDDY ANIKTA**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

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Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **PASUMARTHI SARAT CHANDRA**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **BIOLOGY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **CHANDRAMOULI SUSHUMNA**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **BIOLOGY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Place :Visakhapatnam.

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Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **GAVIREDDY GIRIPRAKASH**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

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Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **K. MEGHANA SRIJA**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

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Place :Visakhapatnam.

Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **N. SATWIK VISWANADHA VARMA**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

With reference to your Application dated **20-04-2022** and the subsequent interview held at **University Campus** The Management is pleased to confirm your selection for the post of **academic instructor** in (subject) **BIOLOGY** for Pre-Primary / Primary / middle school / high school / administration in Sri Chaitanya Schools, India

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Place :Visakhapatnam.

Date:

Signature of the applicant



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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **M. SUBRAMANYAM**

Qualification : **M.Sc.**

Department / Designation : BIOLOGY

Date of Joining : JUNE, 2022

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Place :Visakhapatnam.

Date:

Signature of the applicant

SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **P. MAMATHA**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **M.BHUVANA SRI**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

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SELECTION CONFIRMATION LETTER

Name of the Applicant : Mr. / Ms. **S. NAVYA SRI**

Qualification : **M.Sc.**

Department / Designation : **BIOLOGY**

Date of Joining : **JUNE, 2022**

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Place :Visakhapatnam.

Date:

Signature of the applicant



10-Feb-2022

To,
K.Bharathi,
Isukathota,
Visakhapatnam – 530022
Phone - 8143277610.

Offer Letter

Dear Ms. K.Bharathi

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 **1st April, 2022**.

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
GROSS	10,792	129,504
DEDUCTIONS		
PROVIDENT FUND	1,200	14,400
EMPLOYEE STATE INSURANCE	81	972
Total Deductions	1,281	15,372
NET PAY	9,511	114,132
EMPLOYER CONTRIBUTIONS		
PROVIDENT FUND	1,200	14,400
ESI	351	4,212
TOTAL COST TO COMPANY	12,343	148,116

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



Dear [M.V.Santhosh Kumar](#),

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 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
Total Guaranteed Compensation	34,058	4,08,700
Provident Fund	1,800	21,600
Total Fixed Compensation	35,858	4,30,300
Target Total Compensation		4,30,300
Gratuity	722	8,658
GTLI		1,593
GPA		355
Mediclaime		10,000
Sub Total		20,606
Target Total Cost to Company		4,50,906

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, 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

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.

V5 GLOBAL SERVICES PRIVATE LIMITED.

D-13/5, Ground Floor, Okhla Industrial Area, Phase - II, New Delhi - 110020
Phone: 011-40655600, 700 website: www.v5global.com CIN-U72300DL2005PTC140952

Letter of Intent

Date: 15-Dec-21

Dear Associate,

Lekkala Satyaveni, R/O No. Flat No. 102 Sai Residency, Pendurty, Vishakhapatnam Andhra Pradesh India 530026 with reference to your application and subsequent interview with us, we are pleased to offer you the position of Promoter with V5 Global Services Pvt Ltd, and you will be on deputation with our client /project Airtel at Vishakhapatnam.

Your Date of joining with V5 Global is 10-Jan-21

Your monthly CTC will be INR 12094/- and your take home per month will be INR 10000/- after the deduction of PF/ESI & other statutory dues.

In accordance with standard practice of the Company you are requested to treat this Letter of Intent (LOI) as confidential.

You are advised to submit the acknowledgement copy of this letter along with following documents on your joining.

- 1) V5- Employee Application Form.
- 2) Updated Resume.
- 3) PAN Card Copy (Self Attested).
- 4) Aadhar Card Copy (Self Attested).
- 5) Other Proof (Driving License / Voter ID / Passport).
- 6) Copy of all Educational Certificates (which are mentioned in Application Form).
- 7) FORM-11 and 2 PF (if applicable).
- 8) ESIC Nomination form (if applicable).
- 9) 4 Passport Size Photographs.
- 10) Offer letter/Appointment letter of last organization.
- 11) Salary slips of Last Employer.
- 12) Relieving Letter & Experience Letter.
- 13) Bank Account details - cancelled cheque with IFSC Code.

*Please ensure that your Adhaar card has proper/correct details i.e. Your Name, Father name, date of birth (DD/MM/YYYY) and ensure to share your UAN & ESIC no's (if any) allotted to you by your ex-employer. In case your Adhaar card has invalid/improper details printed on, please get it rectified immediately with Adhaar enrollment center, failing which, your PF & ESIC shall not be deposited and you shall also be levied a penalty which shall be recovered from the next salary / incentive payout due to you.

A seprate detailed letter will be issued to you subject to submission of complete documents (as listed above) to V5 Global Services within 7 days of receipt of this letter of Intent.

Please note that your salary will be released only after the detailed employment letter is issued to you.

Thanking you,

For: V5 Global Services Private Limited



Authorised Signatory

PS: Please note CTC is not in hand salary

V5 GLOBAL SERVICES PRIVATE LIMITED.

D-13/5, Ground Floor, Okhla Industrial Area, Phase - II, New Delhi - 110020
Phone: 011-40655500, 700 website: www.v5global.com CIN-U72300DL2005PTC140952

Letter of Intent

Date: 15-Dec-21

Dear Associate,

Kasireddi Liktha R/O No 12-34-6/A, New Resavanipalem, Vishakhapatnam Andhra Pradesh India 530022 with reference to your application and subsequent interview with us, we are pleased to offer you the position of Promoter with V5 Global Services Pvt Ltd. and you will be on deputation with our client /project Airtel at Vishakhapatnam.

Your Date of joining with V5 Global is 10-Jan-21

Your monthly CTC will be INR 12094/- and your take home per month will be INR 10000/- after the deduction of PF/ESI & other statutory dues.

In accordance with standard practice of the Company you are requested to treat this Letter of Intent (LOI) as confidential.

You are advised to submit the acknowledgement copy of this letter along with following documents on your joining.

- 1) V5- Employee Application Form.
- 2) Updated Resume.
- 3) PAN Card Copy (Self Attested).
- 4) Aadhar Card Copy (Self Attested).
- 5) Other Proof (Driving License / Voter ID / Passport).
- 6) Copy of all Educational Certificates (which are mentioned in Application Form).
- 7) FORM-11 and 2 PF (if applicable).
- 8) ESIC Nomination form (if applicable).
- 9) 4 Passport Size Photographs.
- 10) Offer letter/Appointment letter of last organization.
- 11) Salary slips of Last Employer.
- 12) Relieving Letter & Experience Letter.
- 13) Bank Account details - cancelled cheque with IFSC Code.

Please ensure that your Adhaar card has proper/correct details i.e. Your Name, Father name, date of birth (DD/MM/YYYY) and ensure to share your UAN & ESIC no(s) (if any) allotted to you by your ex-employer. In case your Adhaar card has invalid/improper details printed on, please get it rectified immediately with Adhaar enrollment center, failing which, your PF & ESIC shall not be deposited and you shall also be levied a penalty which shall be recovered from the next salary / incentive payout due to you.

A separate detailed letter will be issued to you subject to submission of complete documents (as listed above) to V5 Global Services within 7 days of receipt of this letter of intent.

Please note that your salary will be released only after the detailed employment letter is issued to you.

Thanking you,

For: V5 Global Services Private Limited



Authorised Signatory

PS: Please note CTC is not in hand salary