

# Students Placements Information UG & PG 2018-19

## 1. Sahithi Alla

April 16, 2019

**Welcome to WILP**

**Work Integrated Learning Programme**

**Wipro Limited, Dodda Kannelli  
Sarjapur Road, Bengaluru - 560 035.**

**Phone: (080) 28440011/12, Fax: (080) 28440256**

**Ms. Sahithi Alla**

AGK Nagar ,4th Line,

7-441,Vuyyuru521165

Andhra Pradesh

Dear **Sahithi Alla**,

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

Welcome to WILP!

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

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

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

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely, For

**Wipro Limited,**



**Sunil Kalachar  
General Manager – Talent Acquisition**

### **Endorsement**

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

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

**Date:**

## Terms & Conditions

### 1. PROFILE:

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

### 2. DURATION:

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

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

### 3. Scholarship/Stipend and Benefits

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

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

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

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

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

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

The below table shows the prescribed scholarship for various years:

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

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under

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

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

**Book Allowance:**

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

**Scholarship Advance:**

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

**4. Training Agreement:**

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

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

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

**6. CONFLICT OF INTEREST:**

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

**6. OBLIGATIONS AND RESPONSIBILITIES:**

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.

- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).
- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

## **7. CONFIDENTIALITY:**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- b. 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.

## **8. 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.

## **9. 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.

## **10. MISCONDUCT:**

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

## **11. CANCELLATION OF ENROLMENT:**

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

## **12. STUDY HOURS:**

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

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

## **13. GENERAL:**

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

**14. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:**

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

**15. DATE OF COMMENCEMENT OF ACADEMIC STUDY:**

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

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

Yours sincerely, For  
**Wipro Limited,**



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

**I have read, understood and agree to accept the enrolment on the terms and conditions herein. I shall be reporting for duty on \_\_\_\_/\_\_\_\_/\_\_\_\_**

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

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

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

**ANNEXURE I**

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

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

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

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

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

**Name:**

**Date:**   /  /  

**Signature**.....

**ANNEXURE II**

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

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

**Name:**

**Date:**    /    /       

**Signature:**.....



## **ANNEXURE - III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro 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 Trainee comfortable in a corporate environment. This program starts with a corporate induction.

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

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

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

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

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

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

## 2. Seelam Monika

April 16, 2019

### Welcome to WILP

Work Integrated Learning Programme

Wipro Limited, Dodda Kannelli Sarjapur  
Road, Bengaluru - 560 035.

Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Seelam Monika  
AGK Nagar ,4th Line, 7-441,

Vuyyuru- 521165  
Andhra Pradesh

Dear **Seelam Monika**,

### Sub: Enrolment letter to Work Integrated Learning Programme (“WILP” or “Academy”) as Trainee - Computer Applications

Welcome to WILP!

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  - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
  - iii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - iv. Any existing employee to become associated with, or perform services of any type for any third party.
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## **16. OBLIGATIONS AND RESPONSIBILITIES:**

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

#### **17.CONFIDENTIALITY:**

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

#### **18. 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.

#### **19.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.

## **20. MISCONDUCT:**

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

## **21. CANCELLATION OF ENROLMENT:**

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

## **22. STUDY HOURS:**

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

The full day lecture sessions will be held at any of Wipro's other establishments/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 Academy.

## **23. GENERAL:**

- f. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- g. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- h. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- i. 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.
- j. During the period of enrolment you are required to comply with all policies of W ILP. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Trainees from time to time. You agree to comply with all policies as modified from time to time.



**24. ON COMPLETION/CANCELLATION OF ACADEMIC PROGRAMME:**

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

**25. DATE OF COMMENCEMENT OF ACADEMIC STUDY:**

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

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

Yours sincerely, For  
**Wipro Limited,**



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

**I have read, understood and agree to accept the enrolment on the terms and conditions herein. I shall be reporting for duty**

**on** \_\_\_\_\_/\_\_\_/\_\_\_

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

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

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

**ANNEXURE I**

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

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

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

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

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

**Name:**

**Date:**   /  /  

**Signature**.....

**ANNEXURE II**

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

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

**Name:**

**Date:**    /    /   

**Signature:**.....

## **ANNEXURE - III**

### **INITIAL INDUCTION PROGRAM**

The Talent Transformation team at Wipro 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 Trainee comfortable in a corporate environment. This program starts with a corporate induction.

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

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

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

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

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

3. For joining, you will be eligible for travel reimbursement for AC 2 Tier rail only, at actuals on providing relevant tickets. For a Trainee with disability, airfare for self and one escort will be reimbursed at actuals on providing relevant tickets and approval mail from campus manager.
4. You would be entitled for Rs. 400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
5. 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:
6. 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.
7. You would not be eligible for accommodation at the Wipro guest houses.

### 3. Kothagundla Sravya Sri

April 16, 2019

**Welcome to WILP**

**Work Integrated Learning Programme**

**Wipro Limited, Dodda Kannelli Sarjapur  
Road, Bengaluru - 560 035.**

**Phone: (080) 28440011/12, Fax: (080) 28440256**

**MS. Kothagundla Sravya Sri**

AGK Nagar, 4th Line,

7-441,

Vuyyuru- 521165

Andhra Pradesh

Dear **Kothagundla Sravya Sri,**

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

Welcome to WILP!

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

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

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

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely, For

**Wipro Limited,**



**Sunil Kalachar**

**General Manager – Talent Acquisition**

**Endorsement**

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

\_\_\_\_\_

Signature:

Date:

**Terms & Conditions**

**13.PROFILE:**

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

**14.DURATION:**

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

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

**15. Scholarship/Stipend and Benefits**

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

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

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

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

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

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

The below table shows the prescribed scholarship for various years:

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

Fourth year	23000	0	23,000/- (*)
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(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as required under the relevant laws including contributions under Employees' State Insurance Corporation Act **(at 1.75% of your Scholarship)** as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

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

**Book Allowance:**

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

**Scholarship Advance:**

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

**16. Training Agreement:**

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

**17. PROJECT READINESS PROGRAM (PRP)**

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

**18.CONFLICT OF INTEREST:**

- a. You are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. 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.



- c. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of Wipro to terminate their employment with Wipro or to accept enrolment with any competitor, supplier or any customer with whom you have a connection.
  - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
  - v. Any existing employee to become associated with, or perform services of any type for any third party.
  - vi. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand Wipro's position on this and resolve the conflict.

## **26. OBLIGATIONS AND RESPONSIBILITIES:**

- a. During the study period you will be governed by the WILP regulations and instructions as stated by the Academy, from time to time, in relation to conduct, discipline and other matters.
- b. During your study as part of WILP, the Academy would expect you to undergo study in any area in which you are placed, with a high standard of initiative and efficiency. Your high commitment as a Trainee in the Academy would be a requirement.
- c. You would not be allowed to seek membership of any local or public body without the written approval from the Manager of the Academy.
- d. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under the Academy or otherwise
- e. You are bound by all regulations, instructions and policies of the Academy. These are updated / modified on a periodic basis and new policies may be introduced and notified to Trainees from time to time and you will be bound to comply with the same
- f. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your association with the Academy. This covenant shall endure during your association and beyond the cessation of your association with the Academy (irrespective of the circumstances of, or the reasons for, the cessation).
- g. In connection with your association with Wipro as part of the Work Integrated Learning Program and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.
- h. During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer

software) solely or jointly with others in relation to the operation of the Academy / Wipro, such developments will be fully communicated to the Academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

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- a. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

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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.

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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.

## **30. MISCONDUCT:**

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

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

The full day lecture sessions will be held at any of Wipro's other establishments/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 Academy.

### **33. GENERAL:**

- a. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP program without any prior notice.
- b. The terms of this letter may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- c. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
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**Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submitting the same on the date of joining.**

Yours sincerely, For  
**Wipro Limited,**



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

**I have read, understood and agree to accept the enrolment on the terms and conditions herein. I shall be reporting for duty**

**on** \_\_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

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

**ANNEXURE I**

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

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**Name:**

**Date:**    /    /   

**Signature**.....

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**Date:**    /    /   

**Signature:**.....

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



## 4. T. N V V Naga Bhavani

Ms. T. N V V Naga Bhavani,  
9-1, Main Road, Vuyyuru-521165  
Krishna district-521165  
India

Ph: +91-6305176377

Dear Bhavani,

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

### Systems Engineer .

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **27-Sep-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.

## Agreement

Our offer to you as **Systems Engineer** 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.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### 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.

### Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

### National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## 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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250**.

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 Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as 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.

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.

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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

(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. T. N V V Naga Bhavani			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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				

## (Compensation post Unit allocation)

**COMPENSATION  
DETAILS**  
(All figures in INR per  
month)

NAME	<b>Ms. T. N V V Naga Bhavani</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

**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)	150
--	-----

**3. RETIRAL BENEFITS**

PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

**4. INCENTIVE COMPONENTS**

	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>	<b>1,250</b>	<b>2,500</b>	<b>5,000</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>

**OTHER  
BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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

## 5. Pamarthi Pujitha

Dear Pamarthi Pujitha,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E–sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,

**LokendraSethi**

Lokendra Sethi (Aug 26, 2022 09:42 GMT+5.5)

Lokendra Sethi  
Vice President - Human Resources



Pamarthi Pujitha

Guruvindapalli, thotlavalluru mandal, Krishna district, Andhra Pradesh, 2-95

Guruvindapalli, 521247

India

Dear Pamarthi Pujitha

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Service Delivery Coordinator at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 09/09/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

### **Salary**

Your Annual Fixed Pay will be INR 280,000.00 per annum.

### **Basic Salary**

You will be eligible for a Basic Salary which will be INR ₹153,639.00.

### **Flexible Benefit Plan (FBP):**

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

### **Provident Fund:**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

### **Gratuity:**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

## **Insurance**

The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

## **Leave**

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

## **2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT**

### **Your job classification detail is as listed below:**

Job Function: Delivery Services Group

Job Family: Service Delivery

Job Title (Internal): Senior Assistant Service Delivery Coordinator

Salary Grade: 51000813

### **Work Place**

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

### **Transfer**

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

### **Retirement**

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

### **Notice for Separation/ Termination**

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

## Conflict of Interest

Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

## Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

## General Conditions

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

As discussed you will be entitled to one time joining bonus of INR ₹20,000.00 less applicable taxes and statutory deductions, in the event of you joining us on or before 09/09/2022. The amount will be paid via first payroll cycle after your joining, subject to completion of joining formalities and other documentation. Please note that this amount is paid to you in advance and should you leave the company before completion of one year, the bonus paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment as per income tax act and rules will be borne by you.

Thanking You,  
Yours Sincerely,

**LokendraSethi**

Lokendra Sethi (Aug 26, 2022 09:42 GMT+5.5)

**Lokendra Sethi**

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

Pamarthi Pujitha

---

**Candidate Physical Signature (to be completed first day of work):**

I accept the above referred Pay and Benefits and the general terms and conditions of employment

---

First Name Middle Name Last Name

---

Date

---

Place

---

**Annexure II**

**Flexible Benefits Plan (FBP)**

Job Family: Service Delivery

Title: Senior Assistant Service Delivery Coordinator

**1 a. House Rent Allowance Maximum**

**Limit:** 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

**1 b. Actual Rent** paid towards Company Leased premises

**Maximum Limit:** 100% of Annual Basic

**Supporting Documents:** Lease Agreement

**2. LTA** once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)

**Maximum Limit:** 20% of Annual Basic subject to a maximum of Rs. 200,000

**Supporting Documents:** Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

**3. Children education allowance** for maximum of 2 dependent children : (Per child per month Rs.100)

**Maximum Limit:** Rs. 2,400 per annum

**Supporting Documentation:** Declaration and submission of receipts

**4. Children's Hostel Allowance** for maximum of 2 dependent children (in case children are in a hostel):  
(Per child per month Rs.300)

**Maximum Limit:** Rs. 7,200 per annum

**Supporting Documentation:** Declaration and submission of receipts

**5. Food Coupon Vouchers** (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

**Maximum Limit:** Rs.26,400

**Supporting Documentation:** As per program guidelines

**6. Statutory Bonus** – For those earning basic salary up to Rs. 21,000/–pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

**7. Transport Allowance** – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

**8. Telephone Reimbursement:** Telephone and/or Broadband expenses up to INR 1,500 per month

**Maximum Limit:** INR 18,000 per annum

**Supporting Documentation:** Declaration and submission of receipts

\* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

### **Guidelines governing Flexible Benefits Plan (FBP)**

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
  - a) Transfer of the employee from one city to another.
  - b) Change of grade/level.
  - c) Change of residential accommodation.
  - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
  - a) 25% of the annual kitty in Q1
  - b) 25% of the annual kitty in Q2 & balance of Q1, if any

- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

- 5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
- 6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
- 7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

### **Mandatory Documents List**

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

- 1. Originals are required only for verification and will be returned back immediately
- 2. Please carry a printout of this letter when submitting the joining documents.
- 3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.
- 1 Relieving letter from previous employer

**Original Required for Verification: Yes**

**No. of Copies: Two**

2 Letters supporting Employment viz., Offer letter, Service Certificate

**Original Required for Verification: Yes**

**No of Copies: Two**

3 Salary details of previous Employment

**Original Required for Verification: Yes**

**No. of Copies: Two**

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

**Original Required for Verification: Yes**

**No of Copies: Two**

5 Copy of PAN card/Application ID for PAN card applied

**Original Required for Verification: No**

**No. of Copies: One**

6 Age Proof Copy of Passport or Pan card or Driving license

**Original Required for Verification: No**

**No. of Copies: One**

7 Photo identity proof Copy of PAN Card or Passport or Driving license  
Original Required for Verification: No  
**No of Copies:** One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

**Original Required for Verification:** Yes

**No of Copies:** One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

**Original Required for Verification:** Yes

**No of Copies:** Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

## **Agreement Regarding Confidential Information and Proprietary Developments India**

Pamarthi Pujitha

**1. Consideration and Relationship to Employment.** As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

**2. Confidential Information.** This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:

- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

**3. Proprietary Developments.** This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

**4. Respect for Rights of Former Employers.** I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

**5. Work Product.** The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**6. Company Property.** I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.



**7. Protective Covenants.** I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) No Solicitation of Customers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) No Solicitation of Company Employees. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) No Solicitation of Company Suppliers. I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

**8. Enforcement.** I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

**9. Relief; Extension.** I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary

injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

**10. Severability; Authority for Revision; Assignment; Governing Law.** The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

**11. Acceptance by Company.** A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

**12. Acceptance by Employee.** By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

#### FOR Company

Lokendra Sethi

Lokendra Sethi (Aug 26, 2022 09:42 GMT+5.5)

#### Lokendra Sethi

Vice President - Human Resources

#### FOR Employee

Name : Pamarthi Pujitha

## 6. Bhatlapenumarti Vaishnavi

GOVERNMENT OF ANDHRA PRADESH  
OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, KRISHNA DISTRICT  
PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE & DISTRICT COLLECTOR

DSC - 2019

Present : Sri / Smt Sri A.Md. Imtiaz, IAS

Rc.No.A1/350/2019/DSC-2019/

Dated:            /2019



Bh. Vaishnavi

-:0:-

**ORDERS :**

**Sub :** Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional offer of Appointment in the **A.P. Social Welfare Subordinate Service** - Appointment Orders - Selection to the post of **Welfare & Education Assistant** - Orders Issued.

- Read :**
1. G.O.Ms.No.110, PR & RD Dept ( MDL-1), dated:19-07-2019.
  2. Recruitment **NOTIFICATION NO. 01/2019, DATED: 26-07-2019** for the Post of **Welfare & Education Assistant**
  3. Hon'ble High Court's Orders in W.P. Nos.12977/2019,13685/2019, 13898/19, 14015/19, 13990/19, and 14000/2019.
  4. Hon'ble High Court's Orders In Writ Appeal No. 282/2019 and Writ Appeal 310/2019.
  5. Member Convener DSC - 2019, Letter No : **Rc No.4202/19 PS Dated.28/09/19 ,Dated:            /2019**

-:0:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sri/Smt/Kumari **BHATLAPENUMARTI VAISHNAVI S/o,D/O,W/o BHATLAPENUMARTI MURALI KRISHNA (HT No:190601098513)** is hereby provisionally appointed as **Welfare & Education Assistant** and directed to report at **Joint Director of Social Welfare, Camp Office, Panta Kalva Road, Behind Durga Mahal, Patamata, Vijayawada,7075624856** on            /2019 at **10.00 A.M** upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to **Welfare & Education Assistant** in the **SOCIAL WELFARE DEPARTMENT**

## 7. Kodali Vara Lakshmi

Kodali Vara Lakshmi  
3-99, 3rd Ward, Akunuru, Vijayawada,  
Andhra Pradesh, India-521245.

Dear Kodali Vara Lakshmi,

It is with immense pleasure that we hereby offer you the position of **Test Process Associate** in **Band "B1"** and **Level "L1"** as per the organization structure with a total compensation (Fixed CTC) of **INR. (₹ 144,000.00) per annum (One Lakh Forty Four Thousand Rupees Only).**

The Payout structure will be as detailed below:

Fixed Components	Per month (INR)	Per annum (INR)
Basic Salary	4,800	57,600
HRA	2,400	28,800
Transport Allowance	1,000	12,000
Medical Allowance	500	6,000
Statutory Allowances	1,000	12,000
Special Allowances	962	11,544
<b>Gross Pay (a)</b>	<b>10,662</b>	<b>127,944</b>
<b>Other Benefits: (b)</b>	<b>1,338</b>	<b>16,056</b>
Employer's Contribution to PF	991	11,892
Employer's Contribution to ESI	347	4164
<b>Cost to Company (a) + (b)</b>	<b>12,000</b>	<b>144,000</b>

Please note, your compensation will always be measured as Cost to Company, which includes the Company's Contribution to your Provident Fund account.

Please be advised that your next 'Salary Revision' will become due in the subsequent year of April month.

### List of Documents to be submitted on the Day of Joining

- Photocopies of all educational certificates and mark sheets (10th, 12th, degree, PG, diploma etc).
- Photocopies of all employment letters (offer, experience, relieving and appraisal letters of all previously worked companies).
- Photocopy of last drawn pay slip.
- 3 passport size photos.
- Photocopy of a valid Passport.
- IT declaration form.
- Form 16 from previous employer / Tax computation sheet in original
- Photocopy of PAN Card.
- Photocopy of driving License and / or Voter's ID.

The original documents for the above may also be produced, which will be returned to you after verification.

### Terms & Conditions of Employment

- You are requested to join on **19/04/2023** at your base location **Chennai**. During your tenure at Indium you

can work in **Work from office** model. The Company will have the right to transfer you to any other location if required as the company may, from time to time determine.

2. When assigned in projects, you will report in to your project Supervisor at Customer Site or a Indium. When not assigned on projects, you will report to the Head of Resource Management Department at Indium.
3. Non-disclosure clause: You must observe strict secrecy and shall, at no time without prior consent of the Company, in writing, disclose or divulge or make public except on legal obligations, any information regarding the Company's affairs or Administration or Marketing or Sales or any research carried out whether the same is confined in you or become known to you in the course of your service or otherwise.
4. Clause of Non-Compete:  
Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / secondment / transfer / assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.
5. Where your services with the Company are terminated as per the terms and conditions of the appointment or at any time thereafter in any other manner or you resign from the services of the Company, you shall not join any person or form any organization or join any other company having business relationship, directly or indirectly, with Indium without prior written approval from the Management or form any configuration to carry out business similar/identical to the business carried on by our Company INDIUM SOFTWARE (INDIA) PRIVATE LIMITED for a minimum period of 2 years.

#### 6. Use of Company Resources

You are required to deal with company money, material and documents with utmost honesty and professional ethics. If you are found guilty at any point of time of moral turpitude or of dishonesty in dealing with Company material, documents or theft or misappropriate regardless of the value involved, your services would be terminated with immediate effect, notwithstanding any other terms and conditions mentioned in the appointment letter.

#### 7. Confidentiality

All works such as Development, Modifications, Improvisations in the form of Programs, Studies, Reports, Manuals, Products etc., carried out for the Company in India or / and abroad, with your direct / indirect involvement shall be the property of the Company. The copyright for the work will be with the Company and you will not have any claims on the same.

#### 8. Code of Conduct

You shall conduct yourself in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instructions in letter and spirit, given by your superiors and shall not disobey the instructions given. You shall not indulge in any unethical practices like "go slow" or non-cooperation etc.

#### 9. Variations of Terms, company Policies

You agree that during the course of your employment you will be governed by the rules, policies, guidelines, codes and internal regulations as are for the time being in force. The key current policies will be made available to you on a request basis; however you acknowledge that it is your responsibility to know and keep yourself updated of the Policies from time to time.

You acknowledge that the Company continues to operate in a dynamic environment due to which it may from time to time be necessary for the Company to make changes to its Policies. You therefore acknowledge and agree that the Company may time to time at its discretion revise, modify, add, delete or replace any of the Policies and/or Codes. You agree to be bound by all such changes.

#### 10. Termination of Employment

- a) The first three months of your Appointment will be a probationary period during which your suitability for the position to which you have been appointed will be assessed. The Company reserves the right to extend your probationary period if in its opinion such extension is necessary. During your probationary period, your Appointment may be terminated by the Company by giving one month notice or payment in lieu of notice. At the end of the probationary period, you will be informed in writing if you have successfully completed your probationary period. The Company disciplinary procedures will not apply to you during your probationary period notice and your services will be terminated with immediate effect on such grounds. Upon Completion of probation period and conformation of the employment, the Notice Period Clause Mentioned in Point(B) is applicable.
- b) The employment contract may be terminated either by the company or by the employee without assigning any reason by giving 90 days' notice or equivalent basic pay in lieu of the notice period.

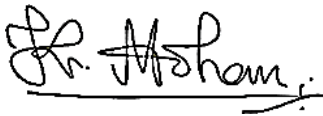
- c) The decision of buying notice /serving notice is subject to the discretion of the Company and the decision of the Company will be final.
- d) In case the employee breaches any of the terms of employment or acts in such a manner that hamper the interest of the Company, or in case of acts of misconduct, the Company reserves the right to terminate the employment without assigning any reason and without any notice period.
- e) Unauthorized absence or absence without permission from duty for a continuous period of 7 day would make you lose your lien on employment. In such case your services could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.
- f) You will be governed by the Company's laid down Code of Conduct and if there is any breach of code of conduct or nonperformance of contractual obligation or the terms and conditions laid down in this letter, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
- g) Reference check will be made from your Educational institute and previous employments. In the event Indium receives any adverse report about you which may be detrimental to the company or if Indium opines that the information furnished by you is not true, then, the company reserves the right to terminate Your services immediately on the ground of misrepresentation of facts and the company shall not be liable to pay amount what so ever.

The Company is excited about the many ways you will contribute to the challenges ahead of us as well as providing you with a rewarding career path. The Company looks forward to your accepting this offer.

Kindly sign and return the duplicate copy of this letter as a token of having accepted the terms and conditions mentioned above.

With warm wishes

For INDIUM SOFTWARE (INDIA) PRIVATE LIMITED

A handwritten signature in black ink, appearing to read 'Mohan K', with a horizontal line underneath it.

Mohan K  
Vice President Human  
Resources

## 8. Sadiya Begum

Ms. Sadiya Begum  
8-123, Main Road, Vuyyuru-521165  
Krishna district-521165  
India

Ph: +91-6305176377

Dear Sadiya,

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**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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

Ms. Sadiya Begum,  
8-123, Main Road, Vuyyuru-521165  
Krishna district-521165  
India

Ph: +91-6305176377

Dear Sadiya,

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

## **Systems Engineer .**

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **27-Sep-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.

## Agreement

Our offer to you as **Systems Engineer** 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.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

## 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.

## Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## 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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250**.

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 Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as 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.

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.

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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

(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. Sadiya Begum			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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				

## (Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. Sadiya Begum			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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				

## 9. Ms. Ayesha Tabassum

### Offer: Computer Consultancy

Ref: TCSL/DT20184946405/Hyderabad

Date: 27/02/2019

Ms. Ayesha Tabassum  
5-2--1, Vuyyuru,  
Vijayawada-521163,  
Andhra Pradesh.  
Tel# -9347242298

Dear Ayesha Tabassum,

### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### **COMPENSATION AND BENEFITS**

#### **BASIC SALARY**

You will be eligible for a basic salary of **₹7,100/-** per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.



## 1. House Rent Allowance (HRA)

Your HRA will be `2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

## 2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

## 3. Personal Allowance

You will be eligible for a monthly personal allowance of of `1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of `1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

## OTHER BENEFITS

### Health Insurance Scheme

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

HIS offers the following benefits:

#### 1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject

to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

## **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/ appointment, without prejudice to its other rights.

## **3. Training Period**

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **4. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## **5. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **6. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **7. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **8. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

## **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **11. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **12. Terms and Conditions**

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

## **13. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## **15. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## **16. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **17. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## **18. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

## **20. Initial Training Programme**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be

used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## 21. Letter of Appointment

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

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team Yours

Sincerely,

**For TATA Consultancy Services Limited**



**K Ganesan**

**Global Head Talent Acquisition & AIP**



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

<b>Name</b>	<b>Ayesha Tabassum</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>

## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>



## Confidentiality and IP Terms and Conditions

### 11. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

- 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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,
- 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).
- Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- Customer and prospective customer lists, and
  - All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant 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 Retainer/Consultant.

## **12. Retainer/Consultant's Obligations**

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

## **13. Intellectual Property Rights**

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

#### **14. Prior knowledge**

The Retainer/Consultant 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. The Retainer/Consultant 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.

#### **15. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **16. Security policies and Guidelines**

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

#### **17. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

#### **18. No License**

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.

## 19. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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.

## 20. General

- The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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.
- 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.
- This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **21. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

## 10. Kollipara Ramya

### Offer: Computer Consultancy

Ref: TCSL/DT20184947406/Hyderabad

Date: 27/02/2019

Ms. Ramya Kollipara  
8-1, Kummamuru village,  
Vijayawada-521163,  
Andhra Pradesh.  
Tel# -8143921298

Dear Ramya Kollipara,

### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be `1,93,158/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### COMPENSATION AND BENEFITS

#### **BASIC SALARY**

You will be eligible for a basic salary of `7,100/- per month.

#### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **5. House Rent Allowance (HRA)**

Your HRA will be `2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

## 6. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

## 7. Personal Allowance

You will be eligible for a monthly personal allowance of of `1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 8. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of `1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

## OTHER BENEFITS

### Health Insurance Scheme

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

HIS offers the following benefits:

### 3. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

### 4. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **24. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.



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

## **25. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

## **26. Training Period**

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **27. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

## **28. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

## **29. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

## **30. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

## **31. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### **32. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### **33. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

### **34. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

### **35. Terms and Conditions**

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

### **36. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

### **37. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

### **38. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

### **39. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

### **40. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

### **41. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

### **42. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

### **43. Initial Training Programme**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### **44. Letter of Appointment**

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

#### **45. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

#### **46. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

#### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team Yours

Sincerely,

#### **For TATA Consultancy Services Limited**



**K Ganesan**

**Global Head Talent Acquisition & AIP**



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

<b>Name</b>	<b>Sahithi Alla</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>

## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>

## Confidentiality and IP Terms and Conditions

### 22. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

- 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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,
- 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).
- Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- Customer and prospective customer lists, and
  - All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant 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 Retainer/Consultant.

## **23. Retainer/Consultant's Obligations**

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

## **24. Intellectual Property Rights**

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

## **25. Prior knowledge**

The Retainer/Consultant 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. The Retainer/Consultant 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.

## **26. Use of third party material**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.



## **27. Security policies and Guidelines**

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

## **28. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant 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 engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

## **29. No License**

TCS and the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.

## **30. Equitable Rights**

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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.

## **31. General**

- The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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.
- 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.
- This Confidentiality clause along with other documents executed by the

Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties. The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

## 11. Tambabattula Veera Naveen



**SAMRIDDHI**  
Petro Products Pvt. Ltd.

contact@samriddhipetro.com  
+91 40 2354 2625 F: +91 40 2363 6015  
CIN No. U11102TG2012PTC079992

21<sup>st</sup> September, 2022

Ref:SPPL/HR/OFF/0127/2022



**Mr. Veera Naveen Tambabattula**  
Tadanki  
Krishna Dist.,  
Andhra Pradesh

M: 9640941443  
E: [veeranaveentambabattula52@gmail.com](mailto:veeranaveentambabattula52@gmail.com)

Dear Mr. Naveen,

### **Sub: Offer for Appointment**

We refer to your job application and subsequent interactions had with us, we are pleased to make this offer of appointment for the post of “**Operations Executive – Packed LPG**” with Samriddhi Petro Products Pvt. Ltd.

You will be on probation for a period of Six months from the date of joining. During the period of probation, you will be paid a **salary of Rs.2,45,772/- (CTC)** per annum. Your place of work will initially be Hyderabad and would be covering other districts in Telangana State. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, association, sister concern or subsidiary, at any place in India, whether existing today or which may come up in future.

You are advised to join on or before 10<sup>th</sup> October, 2022 failing which the offer stands lapsed.

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

- Copies of all Educational and Technical qualifications
- Original Certificates for verification and retaining one original Educational certificate
- Color Xerox copy of PAN card and AADHAR card
- Copy of proof of residence i.e., latest electricity bill/telephone bill/ration card/driving license/ voter ID. (e) 4 passport size photographs
- Relieving Letter and last drawn pay slip from previous employer
- Copies of Service Certificate from all the ex-employer's where you are worked in earlier. (h) Cancelled Cheque

As a token of acceptance of this offer letter, you are requested to sign a copy of this letter and return to us no later than 30<sup>th</sup> September, 2022.

We wish you all the best and look forward to a longstanding association.

Your truly,  
for Samriddhi Petro Products Pvt. Ltd

I have read the terms and conditions of  
this letter and confirm my acceptance.

  
**Authorized Signatory**  
HR Department



\_\_\_\_\_  
**Signature**



## Samriddhi Petro Products Private Limited

Film Nagar  
HYDERABAD, TELANGANA 500016 INDIA.

### SALARY BREAK-UP

<b>Employee No.</b>			
<b>Permanent Account Number (PAN):</b>			
<b>Name of the Employee:</b>	Veera Naveen .T		
<b>Designation of Employee</b>	Operations Executive - Packed LPG		
<b>Componentsof Salary</b>	<b>Per Annum (Rs.)</b>	<b>Per Month (Rs.)</b>	<b>Remarks, if any</b>
<b>Gross Salary</b>	240,000	20,000	
Basic Salary	120,000	10,000	
House Rent Allowance	48,000	4,000	
Leave Travel Allowance	12,000	1,000	
Other Allowance	60,000	5,000	
<b>Gross salary (A)</b>	<b>240,000</b>	<b>20,000</b>	
<b>Other Components</b>			
Gratuity	5,772	481	
Provident fund	-	-	
ESI	-	-	
<b>Total (B)</b>	<b>5,772</b>	<b>481</b>	
<b>Grand Total (CTC) - (A+B)</b>	<b>245,772</b>	<b>20,481</b>	

## 12. Ummadesetti Bhargav

Mr. Ummadesetti Bhargav,  
Vuyyuru-521165 Krishna District-  
521165  
India

Ph: +91-8634176377

Dear Bhargav,

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

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **27-Sep-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.

## Agreement

Our offer to you as **Systems Engineer** 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.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

## 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.

## Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## 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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250**.

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 Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as 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.

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.

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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 during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Ummadesetti Bhargav</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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				

(Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	<b>Mr. Ummadesetti Bhargav</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
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)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>	<b>1,250</b>	<b>2,500</b>	<b>5,000</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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

## Employment Offer Letter

### 13. Abdul Arifa Tabasum

June 3<sup>rd</sup> 2022,

Ms. Abdul Arifa Tabasum,

D/O Abdul Mannan,

10-163/1, Vuyyuru, Krishna District,

Andhra Pradesh - 521165.

SUB: OFFER OF EMPLOYMENT – HR Trainee.

Dear Ms. Abdul Arifa Tabasum,

We are delighted to extend this offer of employment for the position of **HR Trainee** with **Magnustek Info Solutions**. Please review this summary of terms and conditions for your anticipated employment with us

If you accept this offer, your start date will be **06/06/2022** or another mutually agreed upon date and you would report to **Mr. Aravind Kumar Gali**.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be **HR Trainee** and you will report to the Company's Operations Manager **Aravind Kumar Gali**. This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

**Cash Compensation:** The Company will pay you a starting salary at **₹1,80,000 /- (One Lakh and Eighty Thousand)**. Gross annual salary per year, payable in accordance with the Company's standard payroll and you will receive your first pay **05/07/2022**. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to times.

**Bonus (or Commission) potential:** In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid as per the terms mentioned in the Incentive policy documents, but only if you are still employed by the Company at the time of payment. The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

**Hours and Compensation:** This is a Full-time position requiring approximately 28 days per Month.

**Termination:** The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law i.e., 30 Days.

**Proprietary Information and Inventions Agreement:** Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

**Privacy:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### **Tax Matters:**

**Withholding:** All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

Tax Advice. You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities, and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before [within one-week receipt of agreement]. Upon your acceptance of this employment offer, **Magnustek Info Solutions Pvt.Ltd** will provide you with the necessary instructions.

Sincerely,

**Accepted by**

Durga Prasad Gullapalli Managing Director Magnustek Info Solutions Pvt.Ltd

Signature Name: Date:

## Employment Offer Letter

**14. T. N V V Naga Bhavani**

**June 3<sup>rd</sup> 2022,**

**Ms. T. N V V Naga Bhavani,**

**D/O T. Subba Rao,**

**12-185/1, Vuyyuru, Krishna District,**

**Andhra Pradesh - 521165.**

**SUB: OFFER OF EMPLOYMENT – HR Trainee.**

**Dear Ms. T. N V V Naga Bhavani,**

We are delighted to extend this offer of employment for the position of **HR Trainee** with **Magnustek Info Solutions**. Please review this summary of terms and conditions for your anticipated employment with us

If you accept this offer, your start date will be **06/06/2022** or another mutually agreed upon date and you would report to **Mr. Aravind Kumar Gali**.

Please find below the terms and conditions of your employment, should you accept this offer letter:

**Position:** Your title will be **HR Trainee** and you will report to the Company's Operations Manager **Aravind Kumar Gali**. This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

**Cash Compensation:** The Company will pay you a starting salary at **₹1,80,000 /- (One Lakh and Eighty Thousand)**. Gross annual salary per year, payable in accordance with the Company's standard payroll and you will receive your first pay **05/07/2022**. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to times.

**Bonus (or Commission) potential:** In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company's Chief Executive Officer and approved by the Company's Board of Directors. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by the Company during that fiscal year. Any bonus for a fiscal year will be paid as per the terms mentioned in the Incentive policy documents, but only if you are still employed by the Company at the time of payment.

The determinations of the Company's Board of Directors with respect to your bonus will be final and binding.

**Hours and Compensation:** This is a Full-time position requiring approximately 28 days per Month.

**Termination:** The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just

cause, upon providing to you such minimum notice as required by law i.e., 30 Days.

**Proprietary Information and Inventions Agreement:** Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

**Privacy:** You are required to observe and uphold all the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### **Tax Matters:**

**Withholding:** All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions required by law.

**Tax Advice.** You are encouraged to obtain your own tax advice regarding your compensation from the Company. You agree that the Company does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities, and you will not make any claim against the Company or its Board of Directors related to tax liabilities arising from your compensation.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before [within one-week receipt of agreement]. Upon your acceptance of this employment offer, **Magnustek Info Solutions Pvt.Ltd** will provide you with the necessary instructions.

Sincerely,

**Accepted by**

Durga Prasad Gullapalli Managing Director Magnustek Info Solutions Pvt.Ltd

Signature Name: Date:



## 15. Palthya Vasanth Kumar

Mr. Palthya Vasanth Kumar,  
Vijayawada-521122, Krishna District-A.P. India

Ph: +91-8634176377

Dear Vasanth Kumar,

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

### Systems Engineer .

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **27-Sep-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.

## Agreement

Our offer to you as **Systems Engineer** 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.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

## 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.

## Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## 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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250**.

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 Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as 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.

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.

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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

(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Mr. Palthya Vasanth Kumar			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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				

## (Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Mr. Palthya Vasanth Kumar</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
<b>4. INCENTIVE COMPONENTS</b>		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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				



- 1.2 The Employee shall report on **08-November-2021**. The obligations of the Company towards the Employee shall commence only on and after the date of joining. However, the Employee's obligations under the Agreement shall commence on the date of execution of the Agreement.
- 1.3 The Employee shall report to Test Yantra and/or to such other person or persons as the Company deems fit to be his/her supervisor from time to time. In addition, the Employee shall carry out such other duties and functions as may be assigned to him/her by the Company from time to time.
- 1.4 The Employee's place of work, for the time being, shall be at Bengaluru. However, the Company may relocate/ transfer/ depute the Employee to any of its branches or client's place as part of their work, within or outside India where business of the Company or any subsidiary/ branch/ outlet/ unit of the Company is in or may come into existence if the Company so directs based on the exigencies of work. Upon such relocation/ transfer, the Employee agrees to be bound by the rules and regulations of the respective working place, or otherwise as specified by Company.
- 1.5 The Employee shall be on probation for the first six months and only after his/her successful completion of probationary period, the Company will issue a letter of confirmation of employment. In the event, the Company is not satisfied with the performance of the Employee during the probationary period, the Company is entitled to terminate this agreement with immediate effect and the Employee agrees and undertakes to not make any claim on the Company whatsoever.
- 1.6 The terms of this Agreement shall continue to bind Employee until it is terminated in accordance with this Agreement, irrespective of the fact that Employee may be promoted, transferred or seconded to any other place.
- 1.7 The working hours of the Employee shall follow the operating hours of the Company. When working on relocation/ transfer/ deputation, the working hours shall follow the operating hours of such place of work. But the Employee understands that from time to time he/she is required to work additional unpaid hours in order to carry out the duties promptly and efficiently.
- 1.8 The Company shall provide training to the Employee for the first month for better discharge of the roles and responsibility by the Employee. However, the Employee may choose to seek special training on any specific area from the Company and in such an event, the Company will at its cost provide the special training to the Employee. However, post completion of the training the Employee shall compulsorily work in the Company and provide his/her services for a minimum period of one year and on the terms and conditions as may be agreed between the Parties under a separate agreement to be executed by the Parties prior to commencement of the special training.

## 2. EMOLUMENTS:

- 2.1 The Employee's total compensation (Cost to the Company) shall be as per the above-mentioned schedule, payable in periodic installments according to the Company's normal payroll practices, subject to standard deductions towards tax and other deductions as per Company policy.
- 2.2 Performance reviews shall be done on a yearly basis with the first performance review at the end of twelve months. Salary increments shall be done on a yearly basis based on the performance of the Employee in that year which shall include professional efficiency, integrity, discipline, punctuality, professional grooming, Employee's contribution towards profitability of the Company's income, etc. The Employee's increments are completely discretionary and will be subject to and on the basis of his effective performance and results during the period as also the performance and results of the Company. All or any such increment or bonus may be paid by the Company at the end of completion of every twelve months of employment.
- 2.3 All statutory requirements of tax, including tax deductible at source, professional tax, etc, will be paid and complied by the Company and all/ any funds/ salary/ remuneration paid to the Employee will be after such appropriate deductions.

## 3. TERM AND TERMINATION:

- 3.1 The parties agree that the Employee's employment with the Company shall commence on the date of joining and subject to clause 1.5 above, shall continue till such time that either party terminates the employment in accordance with the clauses below.
- 3.2 Either party may terminate this agreement by giving **Three (3) months** prior notice to the other party. The said notice period for termination of this Agreement by the Employee shall neither be adjustable against privileged leave nor forfeiture of salary of such Employee and the same shall be subject to the discretion of the Company. However, nothing in this Agreement shall prevent the Company from terminating the Employee's employment forthwith for proved breach of any duties and responsibilities/ gross default/ misconduct contravening the express or implied terms and conditions of this Agreement. Where this Agreement is terminated by the Company on account of the Employee's proved breach of any duties and responsibilities/ gross default/ misconduct, no prior notice and thereby no salary in lieu of such notice shall be necessary. Un-intimated absence of employee for 3 consecutive days then the employment shall be terminated without prior notice to the employee.
- 3.3 Further, it shall be at the sole discretion of the Company to suspend the requirement of the notice period as stipulated in clause 3.2 above. However, in such cases, the Company may direct the Employee to buy out the notice period by paying amount equivalent to the Salary+ GST(18%) payable during the notice period plus such other amounts as may be sought by the Company.

- 3.4 In the event of the Employee terminating the Agreement or otherwise leaving the services of the Company in any manner, the Company shall not be liable to pay any amounts towards bonus, increment, etc. and the Company may recover any losses the Company has suffered on account termination by the Employee except in accordance with clause 3.2 above.
- 3.5 In the event of the Employee being liable to pay any amounts as mentioned hereinabove, the Company shall have the first charge over the salary, bonus and other dues to be paid to the Employee from the Company and the Employee hereby agrees and authorizes the Company to deduct from them, all such amounts payable by him.
- 3.6 Summary dismissal: - The Company may dismiss the Employee immediately and without notice if, the employee:
- (a) Does not perform the duties assigned to him/her under this Agreement satisfactorily;
  - (b) Is guilty of dishonesty, serious neglect or gross misconduct in the course of employment;
  - (c) Becomes unable, due to illness (whether physical or mental), to properly and effectively perform duties as provided hereunder for a period or periods totalling 20 working days in any consecutive period of 3 months;
  - (d) Expressly or by implication repudiates this Agreement;
  - (e) Acts in such a way (whether or not in the course of employment) as to bring the Company or its subsidiaries into disrepute;
  - (f) Is convicted of any criminal offence, or under any law;
  - (g) Is accused of any offence involving moral turpitude;

#### 4. LEAVES:

The Employee will be entitled to avail holidays/ leaves as per the Company policies in force from time to time. Employee is requested to read the Leave policy adopted by the Company.

#### 5. NON – DISCLOSURE OF CONFIDENTIAL INFORMATION & NON-COMPETE:

- 5.1 The Employee agrees that information concerning the working of the Company, including all the information concerning the Company's business transactions, financial arrangements, business partners, clientele, trade secrets, marketing strategies and any other information concerning the Company which is not in the public domain constitutes 'Confidential Information' belonging to the Company under this Agreement and he shall not, during the continuance of this Agreement or after the termination of this Agreement, reveal Confidential Information to any person, firm, corporation, or entity. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement during the subsistence of this Agreement, the Company shall be entitled to take disciplinary action against the Employee including dismissal of the Employee and the Company may file suit for damages. Should the Employee reveal or threaten to reveal such Confidential Information to any person, firm, corporation, or entity contrary to the provisions of this Agreement after termination of this Agreement, the

Company shall be entitled to claim damages from the Employee. After Separation from the Company, Employee cannot join our Competitors at least for a minimum period of 2 years from the date of exit of the employment.

**Dual Employment:** Employee during the employment at Test Yantra shall not engage himself in any other duties / work for any other companies. The Company shall terminate employment of employee, if employee enters into such an act and shall proceed with legal proceedings for committing dual employment.

5.2 Nothing contained in the previous/ above clause shall apply to:

- (a) information that is in the public domain; and
- (b) information which the Parties are under a legal obligation to disclose to a court of law or other statutory/regulatory authority;

5.3 The Employee also agrees to promptly and without necessity of any demand, return to the Company, any and all documents, records, or writings made or obtained by the Employee in the course of his/her employment with the Company, on expiry or termination of this Agreement for any reason whatsoever.

5.4 The Employee also agrees to sign on similar non- disclosure/ confidential agreement of any of the clients of the Company as and when required/ requested by the Company.

5.5 The Employee agrees and undertakes not to take up employment with the existing clients of the Company during the subsistence of the Agreement without prior written consent of the Company.

5.6 The Employee agrees and confirms that he/she will not accept any offer of employment from any customer, where he/she had worked during the course of employment with the Company for a continuous period of 6 months immediately preceding the termination of his/her employment in the Company.

5.7 The Employee agrees and undertakes not to either directly or indirectly solicit the employees, customers, clients of the Company post termination of the his/her employment in the Company.

6. SIMULTANEOUS EMPLOYMENT/ EDUCATION:

6.1 The Parties agree that during the term of this Agreement, the Employee shall not, under any circumstances, be permitted to work for any other company or firm or person, either whole time or part time, to own, or in any way be associated with any company or firm or proprietorship concern as advisor, director or partner, whether paid or not, for his services, without prior written permission from the Company.

6.2 The Employee may pursue further education with the prior written consent of the Company. However, any such further education shall not in any way affect the work/ business of the Company.

7. EMPLOYEE'S OBLIGATIONS:

7.1 The Employee agrees to carry out all the duties assigned by the Company with all due diligence and loyalty and keeping the Company's interest paramount.

7.2 The Employee agrees to not directly/ indirectly receive or accept for Employee's own benefit any commission, rebate, discount or profit from any person/ firm/ company having business transactions with the Company.

7.3 Employee agrees to supervise the work of Employee's subordinates and shall always ensure proper and effective implementation and compliance of all the rules and regulations of the Company.

7.4 The Employee shall not commit any illegal act/ breach of trust or bring any civil/ criminal or any such other liability on the Company. In any such event, the Employee alone will be liable for all such liabilities/ wrongs done.

7.5 During the term of this Agreement, the Employee agrees to be bound by the policies framed and enforced by the Company from time to time.

8. DOCUMENTS PROVIDED TO THE COMPANY:

8.1 The Employee for the purpose of the employment has provided the Company with the following documents and upload the Documents on the HR portal. This is mandatory, contact HR team for further information

8.2 The Parties agree that the Company has offered employment to the Employee on the basis of the above mentioned documents and information provided by the Employee and on the understanding that there is nothing in the Employee's past record which should have prevented in the Company from offering employment to the Employee under this Agreement. If any of the above documents/ information is found to be incorrect or false or in the opinion of the Company is incorrect/ false, or if the Employee has suppressed any material information, the Company shall have the option of terminating this Agreement forthwith without any prior notice or salary in lieu of such notice to the Employee.

8.3 This Agreement shall supersede any prior agreements/ understandings between the Company and the Employee. Any amendment/ alteration to this Agreement shall be in writing and shall be signed by both the parties.

8.4 If, for any reason, any provision of this Agreement is held invalid, all other provisions of this Agreement shall remain in full force and effect.

9. DISPUTE RESOLUTION AND GOVERNING LAW:

- 9.1 In the event of any dispute between the parties, such dispute shall be referred to the sole arbitrator appointed by the Company. The place of arbitration shall be in Bengaluru. The award passed by the Arbitrator shall be final and binding on the parties.
- 9.2 Subject to Clause 9.1, this Agreement shall be governed by the laws of India irrespective of conflict of law provisions and the Courts in Bengaluru shall have the exclusive jurisdiction to deal with the disputes arising out of this Agreement.
10. Notice: Any notice and other communications provided for in this Agreement shall be in writing and shall be first transmitted by email and then confirmed by Speed Post, in the manner as elected by the Party giving such notice to the following addresses:

In the case of notices to the Company:

Address : #88, Brigade Chambers, 3rd floor, Gandhi Bazar Main Road, Basavanagudi, Bengaluru – 560004  
Attention : HR Department  
E-mail : hr@testyantra.com

All notices shall be deemed to have been validly given on (a) the Business Day immediately after the date of transmission with confirmed answer back, if transmitted by facsimile/electronic transmission, or (b) the Business Day of receipt, if transmitted by courier or registered airmail.

Any Party may, from time to time, change its address or representative for receipt of notices provided for in this Agreement by giving to the other Party not less than 30 days' prior written notice.

IN WITNESS THEREOF the parties hereto have set and subscribed their respective signatures and seal on the day, month and year first written herein above:

M/s Test Yantra Software Solutions (India) Pvt. Ltd, Employee  
represented by its authorised signatory

\_\_\_\_\_  
Authorised Signatory

K. Pravallika

\_\_\_\_\_  
Signature

## SALARY COMPENSATION AND BENEFITS

An employee of Test Yantra is eligible for all statutory compensation and benefits. This is as per the **COMPENSATION AND BENEFIT** Policy of Test Yantra Software Solutions. Employee is requested to follow the guidelines and process as per the Policy, which will be shared at the time of Joining.

At the discretion of the management, the non-statutory benefits may be extended to an employee based on the market situations.

### STATUTORY BENEFITS

The following Compensation and Benefits are statutory in nature and are available to all eligible employees

1. Salary
2. Provident Fund
3. Gratuity
4. ESI Medical benefit
5. Maternity benefit & Paternity benefit – As per Maternity act and maternity policy adopted by Test Yantra.

### NON - STATUTORY BENEFITS

The company provides the following benefits to all or sections of employees based on certain employment, performance criteria and career bands. They are meant to provide additional benefits to employees, act as a motivator in their career and to take care of their life style requirements. The award of these benefits are solely under the discretion of the management.

The following is the list of Non Statutory Benefits:

1. Group Insurance Scheme (Accident and Death)
2. Group Health Insurance Scheme (Hospitalization)
3. Sabbatical Leave
4. Extended Maternity Leave
5. Food Allowance
6. Leave Travel Concession

**Note:** Employee must read the company policies available in the HR portal and shall be eligible to avail the benefits as per the policy adopted by Test Yantra Software Solutions

SALARY BREAK UP (ANNEXURE A)		
NAME:	Karimujji Pravallika	
DESIGNATION:	Software Engineer	
LOCATION:	Bangalore	
COMPANY/BUSINESS UNIT:	Test Yantra Software Solutions	
Basic and Other Allowances Details		
Cash Flow Head	Monthly	Yearly
Basic Salary	15000	180000
House Rent Allowance	5254	63048
Conveyance Allowance	0	0
LTA	0	0
Bonus	1250	14994
Food Allowance	0	0
Other Allowances	0	0
<b>Monthly / Yearly Gross</b>	<b>21504</b>	<b>258042</b>
Deductions		
EPF Employee	1800	21600
Professional Tax	200	2400
Medical Insurance	200	2400
<b>Total</b>	<b>2200</b>	<b>26400</b>
<b>Net Pay</b>	<b>19304</b>	<b>231642</b>
Benefits		
EPF Employer	1800	21600
Gratuity	1322	15858
GPA Insurance	375	4500
<b>Total</b>	<b>3497</b>	<b>41958</b>
<b>Total CTC</b>		<b>300000</b>
<b>Monthly CTC</b>		<b>25000</b>

K. Pravallika  
signature



## 17. Alla Sahithi

### Offer: Computer Consultancy

Ref: TCSL/DT20184946405/Hyderabad

Date: 27/02/2019

Ms. Sahithi Alla

7-441, Agk Nagar, 4th Line

Agk Nagar, Vuyyuru,

Vijayawada-521163,

Andhra Pradesh.

Tel# -8143921298

Dear Sahithi Alla,

### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be `1,93,158/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

### COMPENSATION AND BENEFITS

#### **BASIC SALARY**

You will be eligible for a basic salary of `7,100/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

## 9. House Rent Allowance (HRA)

Your HRA will be `2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

## 10. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

## 11. Personal Allowance

You will be eligible for a monthly personal allowance of of `1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

## 12. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## PERFORMANCE PAY

### Monthly Performance Pay

You will receive a monthly performance pay of `1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

## OTHER BENEFITS

### Health Insurance Scheme

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

HIS offers the following benefits:

## 5. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **6. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12,00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

### **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **47. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above in the first attempt in each of your

Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

#### **48. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

#### **49. Training Period**

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further

intimacy/separate communication to you.

#### **50. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### **51. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### **52. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### **53. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### **54. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### **55. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### **56. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### **57. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### **58. Terms and Conditions**

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

#### **59. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### **60. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL `50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **61. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### **62. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### **63. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### **64. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external

background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### **65. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

#### **66. Initial Training Programme**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

#### **67. Letter of Appointment**

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

#### **68. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

### **69. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

### **For TATA Consultancy Services Limited**



**K Ganesan**

**Global Head Talent Acquisition & AIP**



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



<b>Name</b>	<b>Sahithi Alla</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>

## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>

## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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 Retainer/Consultant 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 Retainer/Consultant.

## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant 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**

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

The Retainer/Consultant 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. The Retainer/Consultant 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**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant 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 engagement 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 the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.

## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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 may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS

## 18. B.L Tirupatamma

### Offer: Computer Consultancy

Ref: TCSL/DT20184946405/Hyderabad

Date: 27/02/2019

Ms. B.L.Tirupathamma  
7-47, Vuyyuru,  
Vijayawada-521163,  
Andhra Pradesh.  
Tel# -8143921298

Dear B.L.Tirupathamma,

### Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of `7,100/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **13. House Rent Allowance (HRA)**

Your HRA will be `2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **14. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **15. Personal Allowance**

You will be eligible for a monthly personal allowance of of `1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **16. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of `1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **7. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

#### **8. Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## **Loans**

You will be eligible for loans, as per TCSL's loan policy.

## **Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)**

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

## **Gratuity**

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **70. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all

the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

## **71. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

## **72. Training Period**

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

### **73. Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

### **74. Mobility**

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **75. Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

### **76. Increments and Promotions**

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

### **77. Alternative Occupation / Employment**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

### **78. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

### **79. Service Agreement**

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

## **80. Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

## **81. Terms and Conditions**

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

## **82. TATA Code of Conduct**

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

## **83. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory at any point in time during your employment, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

## **84. Retirement**

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

## **85. Pre-employment Medical Certificate**

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

## **86. Employment of Non Indian Citizens**

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

## **87. Background Check**

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

## **88. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted.

### **- Permanent Account Number (PAN) Card**

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

### **- Standard X and XII mark sheets equivalent**

### **- Diploma certificate and mark sheets of all semesters**

### **- Degree certificate and mark sheets for all semesters**

### **- Birth Certificate / Proof of Age**

### **- Work permit and/or any other documentation as prescribed by Government of India**

### **- Passport**

### **- 6 photographs**

### **- Medical Certificate**

### **-An affidavit/notarised undertaking stating:**

\*There is no criminal offence registered/pending against you

\*There is no disciplinary case pending against you in the university

\*If you were employed, a formal release letter from your previous employer  
The original documents will be returned to you after verification. Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

## **89. Initial Training Programme**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

## **90. Letter of Appointment**

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

## **91. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

## **92. Compliance to all clauses**

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

## **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.



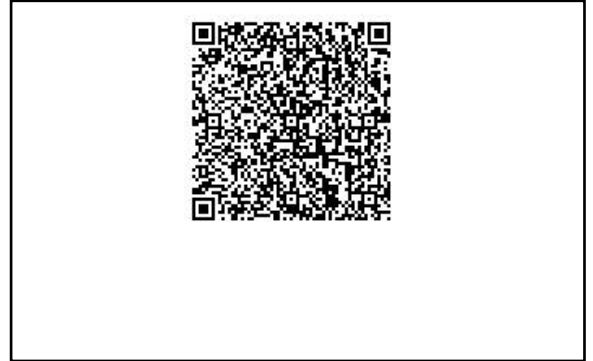
We look forward to having you in our global team Yours Sincerely,

**For TATA Consultancy Services Limited**

A handwritten signature in black ink, appearing to read 'K Ganesan', enclosed within a thin black circular outline.

**K Ganesan**

**Global Head Talent Acquisition & AIP**



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

## GROSS SALARY SHEET

Annexure 1

<b>Name</b>	<b>B. L. Tirupathamma</b>
<b>Designation</b>	<b>Graduate Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>15,126</b>	<b>1,93,158</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
<b>GROSS BOUQUET OF BENEFITS</b>	<b>5,332</b>	<b>63,980</b>

## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>

## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

- 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 Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant'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,
- 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).
- Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- Customer and prospective customer lists, and
  - All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant 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 Retainer/Consultant.

## **2. Retainer/Consultant's Obligations**

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant 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**

The Retainer/Consultant 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 Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant 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 the Retainer/Consultant 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 the Retainer/Consultant 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, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, 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 the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

#### **4. Prior knowledge**

The Retainer/Consultant 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. The Retainer/Consultant 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**

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

The Retainer/Consultant 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 engagement 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 the Retainer/Consultant 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 Retainer/Consultant of the Confidential Information.

## 9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant 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

- The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant 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.
- 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.
- This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

- This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.
- The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

## **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



## 19. K Sravya Sri

Ms. K.Sravya Sri,  
Vuyyuru-521165, Krishna District-A.P. India

Ph: +91-9634171286

Dear Sravya Sri,

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

### Systems Engineer .

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **27-Sep-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.

## Agreement

Our offer to you as **Systems Engineer** 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.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

## 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.

## Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## 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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250**.

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 Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as 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.

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.

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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 during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	<b>Ms. K.Sravya Sri</b>			
ROLE	<b>Systems Engineer</b>			
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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				

## (Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. K.Sravya Sri			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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				



## 20. Sahithi.A

Ms. Alla Sahithi  
7-138, Main Road, Katuru  
7-138, Main Road, Katuru-521164  
Krishna district-521164  
India

Ph: +91-6305176355

Dear Alla Sahithi,

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**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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

Ms. Alla Sahithi  
7-138, Main Road, Katuru  
7-138, Main Road, Katuru-521164  
Krishna district-521164  
India

Ph: +91-6305176355

Dear Alla Sahithi,

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

## **Systems Engineer .**

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **27-Sep-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.

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### Salary

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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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250**.

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 Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as 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.

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.

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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

(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. Alla Sahithi			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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				



## (Compensation post Unit allocation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Ms. Alla Sahithi			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>4. INCENTIVE COMPONENTS</b>				
		<b>At an indicative Payout of 5%</b>	<b>At indicative Payout of 10%</b>	<b>At indicative Payout of 20%</b>
<b>TRAINING PERFORMANCE LINKED INCENTIVE (TPI)</b>		1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>				<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>				<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>				<b>30,000</b>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount In INR</b>	<b>Interest</b>	<b>Monthly Instalments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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				

## 21. V.Gowtham Kumar

Mr. V.Gowtham Kumar,  
Vuyyuru-521165, Krishna District-A.P. India

Ph: +91-7304612086

Dear Gowtham,

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

### Systems Engineer .

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **27-Sep-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.

## Agreement

Our offer to you as **Systems Engineer** 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.

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

## 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.

## Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

## National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

## 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 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** 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 250**.

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 Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as 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.

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.

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 11:08:02 IST

Reason: Digitally Signed  
Location: Bangalore

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

(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)				
NAME	Mr. V. Gowtham Kumar			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>22,328</b>
<b>2. ANNUAL COMPONENT</b>				
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)				150
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>25,000</b>
<b>TOTAL GROSS SALARY</b>				<b>25,000</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12000 (without security)	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				



(Compensation post Unit allocation)

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Mr. V.Gowtham Kumar
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

**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)	150
--	-----

**3. RETIRAL BENEFITS**

PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>

**4. INCENTIVE COMPONENTS**

	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>			<b>26,250</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>			<b>27,500</b>
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>			<b>30,000</b>

**OTHER BENEFITS**

Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12000 (without security)	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

## 22. Konakalla L N V Venkata Sai Sri pujitha

To,

Pujitha konakalla,

8-177 , Near Srinivasa theater katuru road

vuyyuru

Andhra Pradesh.

Dear Pujitha konakalla,

We are pleased to offer you the position of '**Software Trainee**' in our Company with effect from 1st, June 2023 and with the following terms and condition.

1. Your CTC is Rs 1,20,000 /-, salary structure is detailed below.
2. You will be on Probation for a period of Three months from the date of joining.
3. Your service will be confirmed after the staid period based on your conduct and performance.
4. During the period of your employment if you fail to satisfy the management, your appointment is liable for extension of probation or termination at any time without giving you notice pay lieu thereof at any time without assigning any reasons there
5. During your employment with us, you will endeavor yourself to the interest of the company and will not accept or engage yourself in other whole or part time employment without prior approval of the management.
6. You shall own the responsibilities for maintaining quality standard of work and shall articulate and communicate the management policies and shall endeavor to attain goals set by management.
7. It is a condition of your employment that you shall not at any time, without written consent of the company utilize or disclose to any person not in the employment of the company or its associated companies any secret or confidential information which may be acquired as a result of your employment with the company.
8. On termination of services from either side a notice period of one month after confirmation should be maintained.
9. You agree to maintain the strict time management set by the company.
10. You agree to Server Company for a minimum period of one and half year.
11. You will be having Six Leaves during probation and Fifteen Leaves per annum including of all leave types.

12. Prior approval from the management should be taken before taking any leave, failing to which necessary action will be taken ranging from Loss of pay to termination of employment.
13. Holidays and any other information will be intimated to you from time to time through circulars.
14. You shall inform the company of any change in your personal data in 3 working days. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by registered post to you at your address, as recorded with the company.
15. Company reserves its right to decide the place and kind of training to be imparted to you. Further, company may transfer you to any location, department, and establishment, its subsidiaries/Associate Companies for which you shall have no objection.
16. It must be specifically understood that this offer is made based on your educational qualification and experience you have declared to process as per the application, and on the liability to handle any assignment/job independently. In case, at a later date, any of your statement, particulars furnished are found to be false or misleading, or your performance is not up to the mark or fails short of the minimum standards set by the company, Company shall have the right to terminate your services forth with without giving any notice, notwithstanding any other terms and conditions stipulated herein.
17. At the time of joining, you are requested to share the following documents (whichever applicable) in Original, along with a copy of each.

Certificates supporting your educational qualifications along with mark sheets.

1. Your latest salary slip or certificate.
2. Your relieving letter from the present employer.
3. Your experience letter from the present employer.
4. Photocopy of your passport.
5. Passport size Photographs.
6. Copy of Pan Card and Aadhar.

Please sign a copy of this letter to indicate your acceptance and return it to us for our records at the earliest.

We take this opportunity to welcome you and look forward to a long and mutually beneficial association.

Thanking you,

Yours truly,

I accept the offer letter on For **APPDOTT CONSULTING SERVICES PRIVATE LIMITED** as per the terms & conditions.



**Battula Venkateswara Rao**

Manager – Human Resources

**Signature:**

**Date :**

**Salary Breakup**

<b>Components</b>	<b>Amount in INR (per Month)</b>	<b>Amount in INR (per Annum)</b>
Basic	5,000.00	60,000.00
House Rent Allowance	2,000.00	24,000.00
Other Allowance	3,000.00	36,000.00

<b>Total Cost to the Company</b>	<b>10,000.00</b>	<b>1,20,000.00</b>
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Actual Pay out of the Variable Compensation will be based on Individual, Project and company performance. You will not be eligible for Variable compensation if you are serving notice period or have exited the company at the time of Payment.

Your compensation details are confidential and should not be disclosed to others.

We wish you all the best and welcome to the family of APPDOTT CONSULTING SERVICES PRIVATE LIMITED.

I accept the offer letter on **For APPDOTT CONSULTING SERVICES PRIVATE LIMITED** as per the terms and conditions.



**Battula Venkateswara Rao**

Manager –Human Resources

**Signature:**

**Date :**



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.  
Founder | Director

58/82, Sthithi Square,  
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87546 29111  
✉ info@brightstarinst.com  
shoba@brightstarinst.com  
● www.brightstarinst.com

Dear M. Sushma

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

**The general Terms & Conditions as follows:**

- Appointment Letter will be issued upon successful completion of Probation period (3 Months).
- You will be governed by the services rules, regulations and standing orders of the company as applicable, enforced, amended or altered from time to time and should adhere to the procedure.
- Your date of joining will be on the day that you attend new-hire orientation program and the Salary will commence only after you have been placed at our client's place.
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- In view of the nature of the company's services, you may be assigned to different locations/schools around Tamil Nadu. You will carry assignments /projects given to you from time to time with diligence and devotion and maintain the company's image as service providers.
- You will devote the whole of your time, attention and ability to do the services of us. You will not accept any employment – part time or otherwise – and will not be interested directly or indirectly in any business/schools activity likely to compete with those in which company is interested.

We look for a long-term association with all our employees and expect the same from you. Again, congratulations and welcome to our family.

**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**



## 24. B Ramya Priya



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.  
Founder | Director

58/82, Sthithi Square,  
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Dear B. Ramya Priya

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

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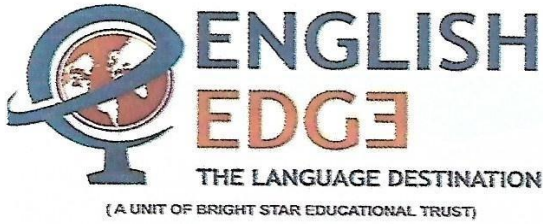
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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**



## 25. K Venkatesu



**Mrs. Sathya Charles**  
MA, MEd, MPhil,  
Founder | Director

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Dear K. Venkatesu

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

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HR Assistant  
Bright Star Educational Institution, Coimbatore.







**Mrs. Sathya Charles**  
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Founder | Director

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Dear Ayesha Tabassum

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainee*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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HR Assistant  
Bright Star Educational Institution, Coimbatore.





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Dear T. Ramya

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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HR Assistant  
Bright Star Educational Institution, Coimbatore.





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Dear M. Bhanu Sri

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainee*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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**HR Assistant  
Bright Star Educational Institution, Coimbatore.**



## 29. K Pravallika



**Mrs. Sathya Charles**  
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Founder | Director

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Dear K. Pravallika

Date: 23/01/19

Sub: Offer Letter

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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**



## 30. G Sai Rachana



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.  
Founder | Director

58/82, Sthithi Square,  
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Dear G. Sai Rachana

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainee*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negohabb* Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

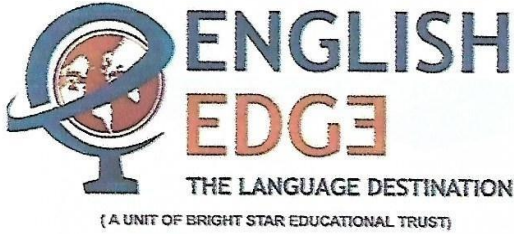
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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**





**Mrs.Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

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Dear M. Prasanth

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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HR Assistant  
Bright Star Educational Institution, Coimbatore.



## 32. A Sahithi



**Mrs.Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

58/82, Sthithi Square,  
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Dear A. Sahithi

Date: 23/01/2019

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**



## 33. Abdul Arifa Tabasum



**Mrs. Sathya Charles**

M.A., M.Ed., M.Phil.  
Founder | Director

58/82, Sthithi Square,  
Pankaja Mill Road,  
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Coimbatore - 45,  
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Dear Ab. Arifa Tabasum

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

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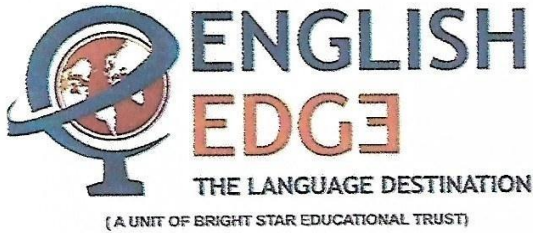
Again, congratulations and welcome to our family.

HR Assistant  
Bright Star Educational Institution, Coimbatore.





## 34. Khamrunnisa



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

58/82, Sthithi Square,  
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Dear Khamrunnisa

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative English trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable*. Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

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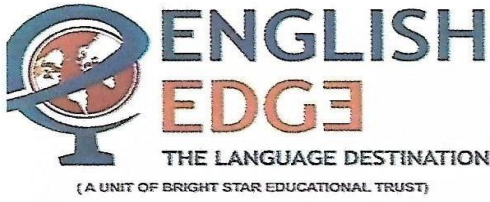
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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**



## 35. D Manju



**Mrs. Sathya Charles**

M.A., M.Ed., M.Phil.,  
Founder | Director

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Dear D. Manju

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

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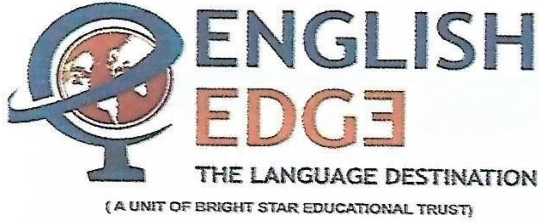
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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**



## 36. V Sai Chandana



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

58/82, Sthithi Square,  
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shoba@brightstarinst.com  
● www.brightstarinst.com

Dear V. Sai Chandana

Date: 23/01/19

### Sub: Offer Letter

We are pleased to offer you the position of Communicative English Trainee. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. Negotiable Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

### **The general Terms & Conditions as follows:**

- Appointment Letter will be issued upon successful completion of Probation period (3 Months).
- You will be governed by the services rules, regulations and standing orders of the company as applicable, enforced, amended or altered from time to time and should adhere to the procedure.
- Your date of joining will be on the day that you attend new-hire orientation program and the Salary will commence only after you have been placed at our client's place.
- The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.
- In view of the nature of the company's services, you may be assigned to different locations/schools around Tamil Nadu. You will carry assignments /projects given to you from time to time with diligence and devotion and maintain the company's image as service providers.
- You will devote the whole of your time, attention and ability to do the services of us. You will not accept any employment – part time or otherwise – and will not be interested directly or indirectly in any business/schools activity likely to compete with those in which company is interested.

We look for a long-term association with all our employees and expect the same from you. Again, congratulations and welcome to our family.

**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**



## 37. B.L V Naga Sai Babu



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

58/82, Sthithi Square,  
Pankaja Mill Road,  
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shoba@brightstarinst.co  
● www.brightstarinst.com

Dear B. L. V. Naga Sai Babu

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainee*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable*. Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

**The general Terms & Conditions as follows:**

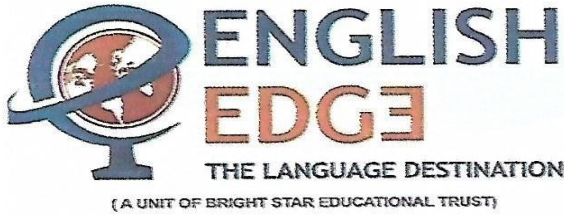
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HR Assistant  
Bright Star Educational Institution, Coimbatore.



## 38. B Lakshmi



**Mrs. Sathya Charles**  
M.A., M.Ed., M.P.W.,  
Founder | Director

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shoba@brightstarinst.cc  
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Dear B. Lakshmi

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

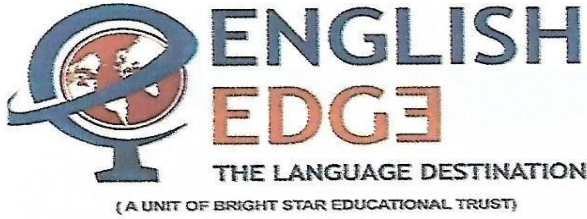
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HR Assistant  
Bright Star Educational Institution, Coimbatore.





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Dear G. Mounika

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English trainee*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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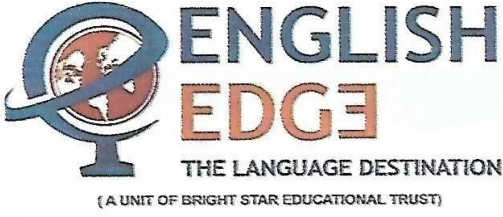
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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**





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Dear P. Rajashekar

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of **Communicative English Trainer**. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. **Negotiable** Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

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Dear K. Jhansi

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainee*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**





## 42.A Sai Keerthi



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

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Dear A: Sai Keerthi

Date: 23/01/19

### Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainee*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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HR Assistant  
Bright Star Educational Institution, Coimbatore.



## 43. Syed Shabreena Fathima



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

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Dear Syed Shabreena Fathima

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *communicative english trainee*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**





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Dear P. Manisha

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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HR Assistant  
Bright Star Educational Institution, Coimbatore.



## 45. G Revathi



**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

58/82, Sthithi Square,  
Pankaja Mill Road,  
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Dear Revathi: G

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

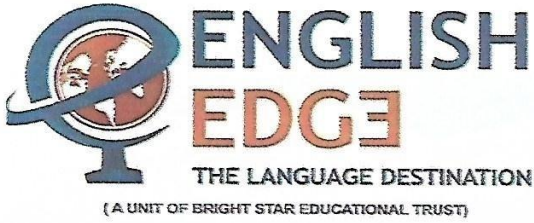
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HR Assistant  
Bright Star Educational Institution, Coimbatore.





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Dear I. Kameswari

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

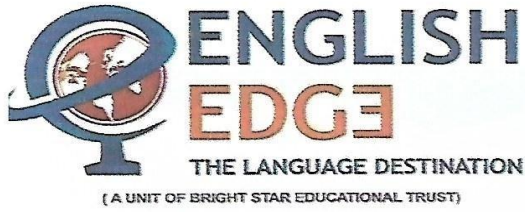
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Dear V. Venkatesh

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainer*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. *Negotiable* Paid as a direct deposit to your Salary account from the date you placed at our esteemed client's location.

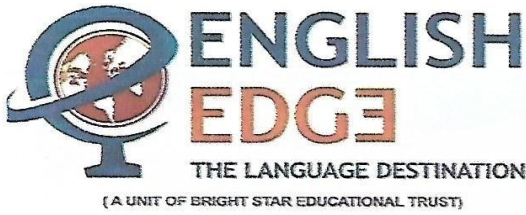
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Dear J. Anitha

Date: 23/01/19

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English Trainers*. We trust that your knowledge, skills and involvement will be among our most valuable assets.

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Dear K. Pravallika

Date: 23/01/19

Sub: Offer Letter

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**The general Terms & Conditions as follows:**

- Appointment Letter will be issued upon successful completion of Probation period (3 Months).
- You will be governed by the services rules, regulations and standing orders of the company as applicable, enforced, amended or altered from time to time and should adhere to the procedure.
- Your date of joining will be on the day that you attend new-hire orientation program and the Salary will commence only after you have been placed at our client's place.
- The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.
- In view of the nature of the company's services, you may be assigned to different locations/schools around Tamil Nadu. You will carry assignments /projects given to you from time to time with diligence and devotion and maintain the company's image as service providers.
- You will devote the whole of your time, attention and ability to do the services of us. You will not accept any employment – part time or otherwise – and will not be interested directly or indirectly in any business/schools activity likely to compete with those in which company is interested.

We look for a long-term association with all our employees and expect the same from you. Again, congratulations and welcome to our family.

HR Assistant  
Bright Star Educational Institution, Coimbatore.





**22-February-2023**

Sonti Ravi Teja Applicant ID:

DOCB4978 Andhra Pradesh

## **CONTRACT FOR SPECIAL SERVICES**

This contract for services to be rendered has been drawn up between Kotak Mahindra Bank Limited & Sonti Ravi Teja and sets out the terms and conditions under which Kotak Mahindra Bank Ltd. has offered, and Sonti Ravi Teja has agreed to accept and render services at the Company's office or at such other location as **Kotak Mahindra Bank Ltd** may inform. In the course of performance of your contract, you may be required to oversee the performance of other or others.

1. This contract shall commence from **23-February-2023**, and shall be for a fixed period of **2 Years** commencing from this date. This contract will terminate on **22-February-2025** unless otherwise renewed or before this is determined earlier according to the provisions of this Contract. Not with standing anything to the contract contained herein above, it is expressly agreed and understood that the contract period is purely temporary for a period of 2 Years and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.

2. The details of your remuneration are enumerated in **Annexure A**, enclosed. You will not be entitled to claim any other privileges/benefits including but not limited to bonus which may be paid to the employees of Kotak Mahindra Bank Ltd. except the annual remuneration payable during the tenure of the Contract.

3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises by the employer and the same shall be subject to exigencies of work.

4. You shall always throughout the tenure of the contract act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the company.

5. You may be required to work on staggered timings/shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you are entitled to leave as per the company policy and such leave to you against your notice will not be reasonably withheld. This shall be in addition to the leave on all Sundays and all holidays as applicable to our company.

6. This contract is subjected to your providing all documents required by the company. You hereby, represent that on your entering into this contract there are no obligations/actions pending against you which may prejudice your performance of this contract. It is expressly agreed and understood that your contract is liable to be revoked/terminated if it is found at any time during the tenure of your contract that any of the representative information furnished by you to the company at the time of your commencement of contract is found to be incorrect or false.

7. If you are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then you shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by and implement "The Corporate Policy manual on confidentiality and code of conduct" as approved by the Company and rules as made applicable from time to time.

9. You shall not at any time during the tenure of this contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by him/her in the course of service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

a) Trade on your own account by pledging the credit of the Company;

b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;

c) Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent of operating the Company's bank account or accounts as empowered by a resolution of the Board of Directors of the Company

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Information Security Policy.

14. You shall not without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any activity of the Company.

15. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

16. Subject to the right of the Company to terminate this employment in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 Months' prior notice to the other.

16.1 If due to any misconduct/wrongful action/negligence by you while performing your duties, the Bank suffers any loss or damage to its property or any money is outstanding from you on account of any facility availed by you from the Bank; then without prejudice to any other right available with the Bank, the Bank is entitled to recover the loss caused or the money outstanding, by debiting your account and/or from any money payable by the Bank to you on account of any other relationship maintained by you with the Bank, without any reference or recourse to you and you irrevocably agree and unconditionally authorize the Bank to do so. You also agree and authorise the Bank to mark a lien on, any sum it is holding on your behalf or payable to you under any relationship, until the loss and/or outstanding amount is recovered in full.

17. If any term or provision of this contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

19. This contract constitutes the entire understanding between you and the Company relating to the contract

of services by the Company and super cedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This contract may be amended by a subsequent written agreement between you and the Company.

20. The contract will terminate by efflux of time on **22-February-2025**. However, the Company will retain the option of extending the contract if it so desires on such terms as the Company deems fit.

21. On completion of your contract, you will hand over the charge to your immediate superior.

22. If you are suspended for any misconduct reported against you at any time pending enquiry and orders in your matter, you will not be entitled to any compensation during the period of such suspension.

23. At the end of the contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance

Your's faithfully,

**For Kotak Mahindra Bank Ltd**




**Authorised Signatory**

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

---

**Sonti  
Ravi Teja**

<b>Name</b>	Sonti Ravi Teja	
<b>Role</b>	Collections Executive	
<b>W.E.F</b>	23-February-2023	
<b>Grade</b>	D0	
<b>State – Location</b>	Andhra Pradesh	
<b>Particulars</b>	<b>Monthly</b>	<b>Annual</b>
Basic	13,286	159,430
HRA Allowance	6,642	79,705
Statutory Bonus	1,107	13,281
Professional Allowance	0	0
Term Life and GPA Insurance Premium		1,200
<b>Gross CTC</b>		253,616
Company PF		19,132
<b>Total CTC</b>	<b>21,035</b>	<b>272,748</b>
Approx Monthly Net	<b>19,241</b>	
<ul style="list-style-type: none"> <li>- Company contribution towards PF is 12%</li> <li>- Under the Kotak Term Group Plan, you get covered upto 5 lakhs or 1.5 times CTC whichever is higher in case of death.</li> </ul>		
<p>Prepared By :</p> 		
Date: 22-February-2023	<hr/> <b>Sonti Ravi Teja</b>	

## 50. D Sudhakar Reddy

To,

Mr. D. Sudhakar Reddy,

S/o.Kiran Kumar,

Vuyyuru,,

Krishna-521165.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

01.You may report for training within 10 days of completion of your final year examinations including practicals.

02.You will be on training for a period of three months from the date of reporting as a trainee and you will be paid a stipend of Rs.11000/-per month during the training period.

03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.12000/-per month from the 1<sup>st</sup> of the following month.

04. After completion of the training period the company at its sole discretion may not offer employment and no trainee shall have the right to demand absorption in employment of the company.

05.You are required to give an undertaking to work in our organization for a minimum period of three years and shall also enter an Employee Non-disclosure/Confidentiality agreement with the company at the time joining .

06.You will be governed by the rules & regulations of the company and standing orders of the establishment as applicable to your category, which the company may prescribe from time to time.

07>Your training is liable for termination if it is found that the information furnished by you in your application for appointment is false or that you have willfully suppressed material information in your application.

08.You shall forthwith intimate any change in your residential address as and when any change takes place.

09.If you intend to leave the service of the company, you have to give two months prior notice in writing or notice Pay in lieu thereof, which may be modified and the same will be notified.

10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate. C)Original Certificates of S.S.C,Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

## 51. T Venkata Siva Naga Raju

Mr. T.V S Nagaraju

S/o Subba Rao

D.No: 1-901 Kankipadu, Krishna,

Krishna Dist, Andhra Pradesh 521245

Dear Mr. T.V S Nagaraju,

### Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### 1. Designation:

You will be designated as “**Junior Executive**”, Grade “**G04**”, in **Analytical Research & Development**

Department based at **MSN Laboratories Private Limited - R&D Center** Location.

#### 2. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

#### 3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any



- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

#### 4. **Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

#### 5. **Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.
- b. As discussed, you need to join us on or before **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance, by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Shilpa Dutta Contact No. 040-30438904 Email ID: shilpadutta@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

**For MSN Laboratories Private Limited**

*N B Sridevi*

**Dr N B Sridevi**

**Deputy General Manager - HR**

**Annexure-I**

**Mr. T.V S Nagaraju**

**Designation: Junior**

**Executive Grade : G04**

**Department: Analytical Research & Development**

**TOTAL COST TO  
COMPANY**

**All figures in INR**

<b>Salary Components</b>	<b>Per Month</b>	<b>Per Annum</b>	<b>Payment Frequency</b>
<b>A. Monthly Salary</b>			
Basic Pay	15000	180000	Monthly
House Rent Allowance	6000	72000	Monthly
Education Allowance	200	2400	Monthly
Minimum Guaranteed Bonus	467	5600	Monthly
Statutory Bonus (Advance Payout)	0	0	Monthly
<b>A - Monthly Gross Total</b>	<b>21667</b>	<b>260000</b>	
<b>B. Annual Benefits</b>			
Leave Travel Allowance	0	0	Annual
<b>B - Annual Benefits Total</b>	<b>0</b>	<b>0</b>	
<b>C. Statutory Benefits</b>			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>C - Statutory Benefits Total</b>	<b>2500</b>	<b>30000</b>	
<b>D. Fixed Total Cost to Company (A+B+C)</b>	<b>24167</b>	<b>290000</b>	
<b>E. Gratuity (As per the Gratuity Act, 1972)</b>	<b>722</b>	<b>8658</b>	
<b>Total Cost to Company (D+E)</b>	<b>24889</b>	<b>298658</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. Coverage under Group Medclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For **MSN Laboratories Private Limited**

*N B Sridevi*

**Dr N B Sridevi**

Deputy General Manager - HR

## Annexure- II

### TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **September 04, 2019**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **March 15, 1998**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and 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.
5. This agreement of employment is terminable by either party by giving three (3) months prior written notice to the other party or alternatively upon payment of three (3) months basic pay in lieu of the three months' notice period. MSN has every authority to terminate your services with immediate effect and without any notice period and without any obligation to pay any amounts to you, for such termination, in lieu of notice period, upon proven charges of misconduct or intentional negligence or trying to cheat the company or indulge in the data theft or data tampering at by you at the work place. Further, the Company may, at its discretion relieve you from such date as it may deem fit even prior to the expiry of the three months' notice period give to be served by you as per the above mentioned company policy.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.

7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the

1. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
2. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills 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. 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 and interest 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.
3. You will be responsible for the safe keep 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.
4. As per the Company's policy, the age of 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.
5. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of 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 services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.

6. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
7. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
8. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
9. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.

10. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

*N B Sridevi*

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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

**Signature:**

**Date:**

Date: 15.11.2018

## 52. K Poorna Sai

To,

Mr. K.Poorna Sai,

S/o.Subba Rao,

Vuyyuru,,

Krishna-521165.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

01.You may report for training within 10 days of completion of your final year examinations including practicals.

02.You will be on training for a period of three months from the date of reporting as a trainee and you will be paid a stipend of Rs.11000/-per month during the training period.

03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.12000/-per month from the 1<sup>st</sup> of the following month.

04. After completion of the training period the company at its sole discretion may not offer employment and no trainee shall have the right to demand absorption in employment of the company.

05.You are required to give an undertaking to work in our organization for a minimum period of three years and shall also enter an Employee Non-disclosure/Confidentiality agreement with the company at the time joining .

06.You will be governed by the rules & regulations of the company and standing orders of the establishment as applicable to your category, which the company may prescribe from time to time.

07.Your training is liable for termination if it is found that the information furnished by you in your application for appointment is false or that you have willfully suppressed material information in your application.

08.You shall forthwith intimate any change in your residential address as and when any change takes place.

09.If you intend to leave the service of the company, you have to give two months prior notice in writing or notice Pay in lieu thereof, which may be modified and the same will be notified.



10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate. C)Original Certificates of S.S.C,Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

**53. M Rajitha**

**Omega Healthcare Management Services Pvt. Ltd.**



**Payslip for the month of JULY 2023**

Emp. No	: 1052051	PAN	: HOHPM4376F
Name	: Mallampati Rajitha	UAN No	: 101868614788
Date of Joining	: 19-SEP-2022	PF No	: PYKRP00355530000106872
Designation	: CODER	Department	: DELIVERY UNIT - 11
IFSC	: ICIC0002340	Grade	: 1B
Account No	: 234001523058	City/Facility	: Bengaluru-I
ESI	: 5042619618	Regime Type	: New Regime

EARNINGS	Amount (Rs.)	YTD Amount	DEDUCTIONS	Amount (Rs.)	YTD Amount		
BASIC SALARY	15,600.00	62,400.00	Employee PF Contribution	1,872.00	7,488.00	DAYS WORKED	: 31
HOUSE RENT ALLOWANCE	4,640.00	15,860.00	Employee ESI Contribution	202.00	772.00	LOSS OF PAY DAYS	: 0
ADVANCE STATUTORY BONUS	1,560.00	6,240.00	Professional Tax	200.00	600.00	LOSS OF PAY REV DAYS	: 0
Incentives	5,040.00	14,690.00					
<b>Total Earnings Rs. 26,840.00</b>			<b>Total Deductions Rs. 2,274.00</b>				

**Net Pay : Rs. 24,566.00**

**In Words: Twenty Four Thousand Five Hundred and Sixty Six only**

Note: You can reach us at : [OmegaIndiaPayroll@ceridian.com](mailto:OmegaIndiaPayroll@ceridian.com)

This is computer generated copy and does not require authorization

## 54. D Vasu



**THE RAMCO CEMENTS LIMITED**

Corporate Office:  
Auras Corporate Centre, V Floor,  
98-A, Dr. Radhakrishnan Salai, Mylapore,  
Chennai - 600 004, India  
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676  
Website: www.ramcocements.in  
Corporate Identity Number: L26941TN1957PLC003566

23-Mar-2023

Mr. Dulipala Vasu  
D-No:-10-269, L.P Mike Street, Vuyyuru, Andhra Pradesh  
Pin - 521165  
Mobile - 7799838365

Dear Sir,

### LETTER OF APPOINTMENT

Further to our Offer of Appointment dated 14-Feb-2023, we are pleased to appoint you as "SALES OFFICER" in our organization with effect from 13-Mar-2023, on the following terms and conditions:

#### Terms and Conditions:

##### 1. Designation and Place of Posting

You will be designated as "SALES OFFICER". You will be posted at VIZAG, ANDHRA PRADESH. However, your services are liable to be transferred to any of its Departments / Offices / Factories / Quarries or any of its Associate Companies in India at the discretion of the Company.

##### 2. Hours of Work

You will observe the timings and weekly holidays as followed in your place of posting.

##### 3. Salary

You will be paid a basic salary of Rs. 12,850/- p.m. (Rupees Twelve Thousand Eight Hundred Fifty Only) in the Staff grade J2. The allowances and benefits applicable to you and other terms and conditions of employment are given in the annexure.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax Act.

*d*

Page 1 of 3

**4. Probation**

You will be on probation for a period of 12 months from the date of your joining, which may be extended at the discretion of the company.

On successful completion of probation period or any extension thereof, you will be confirmed in the services of the company. The confirmation shall take effect only upon issue of confirmation letter and from the date given in the letter.

**5. Notice of Termination**

During the period of probation, your employment can be terminated by one month notice or salary in lieu thereof on either side.

On confirmation, your employment can be terminated by three months' notice or salary in lieu thereof on either side. Company however reserves the right to pay you three months' salary in lieu of notice.

**6. Age of Retirement**

You will retire on attaining the age of 58 years.

**7. General**

- a) During the period of your employment with us, you will not engage, concern, interest yourself directly or indirectly in any other occupation, business or employment whatsoever without the previous consent in writing of the Management but you shall devote your whole time, attention and abilities exclusively to the performance of your duties.
- b) The Company will expect you to work with a high standard of initiative, efficiency and economy.
- c) During the tenure of your service in the Company, you will maintain total confidentiality of all Company related information to which you may have access directly or indirectly.
- d) Matters relating to your remuneration are strictly confidential and should be treated as such.
- e) You will be eligible for leave and other benefits as applicable to other staff in your category.
- f) You will be governed by the service rules / standing orders and other regulations/directives of the Company that are in force from time to time.

α

*B. Ram*

# THE RAMCO CEMENTS LIMITED

- g) This appointment is based on the information furnished by you in your Application Form and if at any time a material error is discovered, your services are liable to be terminated without notice.


We welcome you to THE RAMCO CEMENTS LIMITED and look forward to your contribution to the success and growth of the organization.

Please return the duplicate copy of this appointment letter duly signed by you in token of acceptance of the above terms and conditions.

Thanking you,

Yours faithfully,

For THE RAMCO CEMENTS LIMITED

  
K. RAJARAM  
VICE PRESIDENT-HR

I agree to the above Terms and Conditions.

Signature of the Candidate



a



56.V Vinay Kumar

**GRT** 

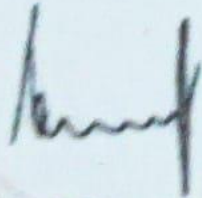
**JEWELLERS**

Since 1964



**V.VINAY KUMAR**

**Emp.no: 11098**



**VP-HR, L&D**

**REDDY ENTERPRISES**  
**MANPOWER OUT SOURCING AGENCY**

Date: 04/06/2021

**Order of Appointment**

*Sub: Vacancy of Shop Salesman in Retail Outlet Code : 06393- Proposed to  
Appoint in the vacancy of the Shop Sales Men on Outsourcing basis -  
Appointment Orders - issued - Reg.*

• • •

*In pursuance of the instructions issued by A.P.S.B.C.L., IML Depot, Gudivada,  
Krishna District in the following Retail Outlet is having vacancy of Shop Salesmen.  
Hence, we request to appoint the below individual in the vacancy location i.e. RO  
Code : 06393, Gudivada Depot, Krishna District.*

Name of the Candidate	Place of Posting
MATTA KRISHNA KMAR S/o : NAGESWARA RAO	Shop Code : 06393, Gudivada Depot, Krishna District

*The above individual is hereby directed to join his/her in the respective place  
immediately.*

*The head office concerned is requested to intimate the date of joining of the above  
individual.*

*If the service of above individual is not satisfied by the officer concerned to the office,  
his/her service will be terminated immediately without any prior notice.*

*Copy to the Depot manager, A.P.S.B.C.L., IML Depot,  
Gudivada, Krishna District.*

*Copy to the individual*

**Authorized Person**



For REDDY ENTERPRISES  
*V. Madhavi*  
Authorized Person



# REDDY ENTERPRISES

## MANPOWER OUT SOURCING AGENCY

Date : 25/02/21

### Order of Appointment

**Sub:** Vacancy of Shop Salesman in Retail Outlet Code : 06389- Proposed to  
Appoint in the vacancy of the Shop Supervisor on Outsourcing basis  
Appointment Orders - issued - Reg.

\* \* \*

In pursuance of the instructions issued by A.P.S.B.C.L., IML Depot, Gudivada, Krishna District in the following Retail Outlet is having vacancy of Shop Supervisor. Hence, we request to appoint the below individual in the vacancy location i.e. RO Code : 06389, Gopavanipalem, Gudivada Depot, Krishna District.

Name of the Candidate	Place of Posting
KAAGITA ASHOK S/o : K.ANJAYYA	Shop Code: : 06389, Gopavanipalem, Gudivada Depot, Krishna District

The above individual is hereby directed to join his/her in the respective place immediately.

The head office concerned is requested to intimate the date of joining of the above individual.

If the service of above individual is not satisfied by the officer concerned to the office, his/her service will be terminated immediately without any prior notice.

Copy to the Depot manager, A.P.S.B.C.L., IML Depot,  
Gudivada, Krishna District.

Copy to the individual



Authorized Person

For REDDY ENTERPRISES

V. Madhura  
Authorized Signatory



**Name :**  
JITHENDRA JONNALAGADDA

**CFMS ID**  
1009319592

**Mobile :**  
9492737957

**Email id :**

**Department :**  
MAU02-Municipal Administration Department

**Designation :**  
DATA ENTRY OPERATOR

Refresh Data from CFMS

## 60. B Bhaskar

**Bavirisetty Bhaskara Rao ,**

**S/O Sri Rama Murthy,**

H No : 4/83 , Harijanavada ,  
Kankipadu , Krishna , Andhra  
Pradesh 521151 ..

Aug 28, 2023.

Dear Mr. Bhaskara Rao ,

This is in reference to your application and the subsequent interview for a career opportunity with **MNPR Solutions Hyderabad**. We are pleased to offer you employment as a **Technical Engineer** on the following terms and conditions.

1. Your annual gross compensation will be approximately **Rs. 2,16,000/- (Rupees Two lacs Sixteen Thousand Only)**.
2. You will be on probation for a period of 6 months from the date of your joining and unless confirmed in writing, you will remain to be on probation. Your work, discipline and conduct will be observed and evaluated during the probation period, and you will be confirmed if the same is found satisfactory
3. This contract of employment can be terminated by giving one month's notice, in writing or salary in lieu thereof, on either side on probation and three month's notice on either side in case of confirmed employee. However, in case of resignation, the management of **MNPR Solutions Hyderabad**, reserves the right to accept the same from any date during the notice period and no salary in lieu of the un-expired notice period would be payable.

4. You are now being posted at **MNPR Solutions Hyderabad**. However, your services are liable to be transferred within the company city or anywhere in Tamil Nādu and Karnataka or India.
5. You will report to such Manager who will be assigned by the Managing Director of **MNPR Solutions Hyderabad**, as your supervisor from time to time.
6. You will follow such policies, procedures, rules and regulations regarding business conduct and protection of proprietary information and intellectual property and other terms and conditions of service, as applicable to **MNPR Solutions Hyderabad**, and as specified in the **MNPR Solutions Hyderabad**, policies book from time to time.
7. You should preferably join **MNPR Solutions Hyderabad**, on or before 01 Sep 2023 at the following address:

**"AHMED HOUSE"**

**8-3-222/1/2 , F-4, First Floor, Behind Allahabad Bank**

**Madhuranagar, Hyderabad- 500038.**

8. Please submit photocopies of the following documents at the time of joining. (Please do bring original documents for verification)

1. All educational certificates and marks sheets.
2. Relieving and experience certificates from previous employer(s).
3. Proof of last drawn salary
4. Passport size color photographs (7 No's).
5. Copy of valid passport / Driving License
6. Offer/appointment letter of the last organization

If the above terms and conditions are acceptable to you, please return at the earliest the duplicate copy of the letter duly signed in token of your acceptance and indicate your likely date of joining.

If we do not hear from you relating to your acceptance of the offer within 24 hours from the date of receipt of this offer, the offer made to you will stand cancelled.

We look forward to your long and prosperous career with **MNPR Solutions Hyderabad**.

Yours sincerely

For MNPR Solutions Hyderabad.

A handwritten signature in black ink is written over a circular stamp. The stamp contains the text "HYDERABAD \* MNPR SOLUTIONS" around the perimeter.

Authorized Signature

61. D. Venkata Sai



## 62. K.Suma

**KOLLURI SUMA ,**

12-12 KATURU VUYYURU KRISHNA DT,  
12-12 KATURU VUYYURU KRISHNA DT, VUYYURU -  
521164.

Dear KOLLURI SUMA ,

### Letter Of Offer

With reference to your application and the subsequent interview you had with us, we are pleased to offer you post of "**JUNIOR EXECUTIVE-CREDIT ADMIN-PERSONAL LOAN**" at **VUYYURU** as per the terms and condition discussed and agreed during the course of the interview. You will be paid CTC of Rs. **131062/-** per annum.

You are initially appointed to work in VUYYURU. However, you are likely to be transferred to any department or establishment of the company or to associates/subsidiary operations, anywhere in India, temporarily or permanently.

Kindly send us your acceptance along with the tentative date of joining to [sudhakar@shriramcity.com](mailto:sudhakar@shriramcity.com). On acceptance of the above offer, you are advised to report to **Mr.China Babu K - Assistant Branch Manager** at our office, VUYYURU at the earliest as this offer will be valid only for 30 days from the date of Issue.

Also, find enclosed herewith the Joining Report which has to be submitted at your reporting branch / Office at the time of joining along with necessary documents. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to cancel the offer.

We welcome you to Shriram City Union Finance for a bright career.



**For SHRIRAM CITY UNION FINANCE LTD.,**

RAMAKRISHNAN V GENERAL MANAGER

## 63. Md Sharmila Begum



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : SHARMILA BEGUM  
S/o d/o w/o : ABDUL ALEEM  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 17-06-1996  
Age : 22  
Date of Joining : 05-09-2019.

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

### 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.

I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant



## 64. Mutchu Neelima



### APPOINTMENT ORDER

Name of the Applicant : M. NEELIMA  
S/o d/o w/o : M. SRINIVASA RAO  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 03-11-1997  
Age : 21  
Date of Joining : 05-01-2019

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

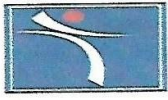
### CERTIFICATE OF ACCEPTANCE

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.

I hereby promise to join the workshop on:  
Place :  
Date :

Signature of the applicant

## 65. Allamsetti Priyanka



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : A. PRIYANKA  
S/o d/o w/o : A. SRINIVASA RAO  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 11-10-1996  
Age : 22  
Date of Joining : 05-01-2019.

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

### 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.

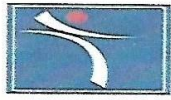
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 66. Pallapothu Maniteja



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : P. MANI TEJA  
S/o d/o w/o : P. AMMOLU  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 18-06-1997  
Age : 21  
Date of Joining : 05-01-2019

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

### 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.

I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 67. Thumu Raja Sri



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : T. RAJA SRI  
S/o d/o w/o : T. SUBBA RAO  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 02-04-1995  
Age : 23  
Date of Joining : 05-01-2019

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: **MAY, 2019**

At: GOSALA

  
Appointment Authority

### 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.

I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 68. Kethireddy Divya



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : K. DIVYA  
S/o d/o w/o : K. NAGESWARA RAO  
Qualification : M. Sc  
Department / Designation : Computer Science  
Date of Birth : 25-05-1997.  
Age : 21  
Date of Joining : 05-01-2019.

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

### CERTIFICATE OF ACCEPTANCE

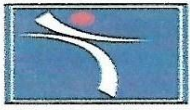
Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant



**APPOINTMENT ORDER**

Name of the Applicant : S. G. S. KRISHNA  
S/o d/o w/o : S. APPA RAO  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 11-01-1997.  
Age : 21  
Date of Joining : 05-01-2019.

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

**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.

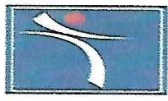
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 70. Marre Hema Sravanthi



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : M. HEMA SRAVANTHI  
S/o d/o w/o : M. VEERA VENKATESWARA RAO  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 14-01-1996  
Age : 22  
Date of Joining : 05-01-2019.

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

### 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.

I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

71. Vepati Anitha

 **A.G.&S.G.SIDDHARTHA**   
DEGREE COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)  
Vuyyuru - 521165, Krishna Dt., Ph : 08676 - 233267



Name : **V.Anitha**  
Designation : Adhoc Lecturer P.G  
(Commerce)  
Qualification : M.Com  
Cell : 9505003921  
Blood Group : A+ve

*B. Balakrishna*  
Principal





72. Amireddy Kranthi Kumar

**IFFCO-TOKIO**  
GENERAL INSURANCE  
*Muskurate Raho*



**Amireddy Kranthi Kumar**  
Blood Group : O+ve  
Employee Code : 18878



Authorised Signatory

73. Maddirala Naga Lakshmi



74. Chintalapudi Siva Nandini



## **75. K V Venkata Pushpa Latha**

To,

Ms. K V Venkata Pushpa Latha,

D/o.Nageswara Rao,

Jamidintakurru , Vanapamula-Post,

Pedeparupudi-Mandal,

Krishna-521301.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

01.You may report for training within 10 days of completion of your final year examinations including practicals.

02.You will be on training for a period of three months from the date of reporting as a trainee and you will be paid a stipend of Rs.11000/-per month during the training period.

03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.12000/-per month from the 1<sup>st</sup> of the following month.

04. After completion of the training period the company at its sole discretion may not offer employment and no trainee shall have the right to demand absorption in employment of the company.

05.You are required to give an undertaking to work in our organization for a minimum period of three years and shall also enter an Employee Non-disclosure/Confidentiality agreement with the company at the time joining .

06.You will be governed by the rules & regulations of the company and standing orders of the establishment as applicable to your category, which the company may prescribe from time to time.

07>Your training is liable for termination if it is found that the information furnished by you in your application for appointment is false or that you have willfully suppressed material information in your application.

08.You shall forthwith intimate any change in your residential address as and when any change takes place.

09.If you intend to leave the service of the company, you have to give two months prior notice in writing or notice Pay in lieu thereof, which may be modified and the same will be notified.

10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate. C)Original Certificates of S.S.C,Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## 76. Thattukuri Narendra

To,  
Mr. Thattukuri Narendra,  
S/o.Subba Rao,  
Vuyyuru,,  
Krishna-521165.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

- 01.You may report for training within 10 days of completion of your final year examinations including practicals.
- 02.You will be on training for a period of three months from the date of reporting as a trainee and you will be paid a stipend of Rs.11000/-per month during the training period.
- 03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.12000/-per month from the 1<sup>st</sup> of the following month.
04. After completion of the training period the company at its sole discretion may not offer employment and no trainee shall have the right to demand absorption in employment of the company.
- 05.You are required to give an undertaking to work in our organization for a minimum period of three years and shall also enter an Employee Non-disclosure/Confidentiality agreement with the company at the time joining .
- 06.You will be governed by the rules & regulations of the company and standing orders of the establishment as applicable to your category, which the company may prescribe from time to time.
- 07>Your training is liable for termination if it is found that the information furnished by you in your application for appointment is false or that you have willfully suppressed material information in your application.
- 08.You shall forthwith intimate any change in your residential address as and when any change takes place.
- 09.If you intend to leave the service of the company, you have to give two months prior notice in writing or notice Pay in lieu thereof, which may be modified and the same will be notified.

10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate. C)Original Certificates of S.S.C,Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## **77. Avanigadda Hema Sri**

To,

Ms. Avanigadda Hema Sri,

D/o.Naga Malleswara Rao,

Vuyyuru,,

Krishna-521165.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

01.You may report for training within 10 days of completion of your final year examinations including practicals.

02.You will be on training for a period of three months from the date of reporting as a trainee and you will be paid a stipend of Rs.11000/-per month during the training period.

03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.12000/-per month from the 1<sup>st</sup> of the following month.

04. After completion of the training period the company at its sole discretion may not offer employment and no trainee shall have the right to demand absorption in employment of the company.

05.You are required to give an undertaking to work in our organization for a minimum period of three years and shall also enter an Employee Non-disclosure/Confidentiality agreement with the company at the time joining .

06.You will be governed by the rules & regulations of the company and standing orders of the establishment as applicable to your category, which the company may prescribe from time to time.

07>Your training is liable for termination if it is found that the information furnished by you in your application for appointment is false or that you have willfully suppressed material information in your application.

08.You shall forthwith intimate any change in your residential address as and when any change takes place.



09.If you intend to leave the service of the company, you have to give two months prior notice in writing or notice Pay in lieu thereof, which may be modified and the same will be notified.

10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate. C)Original Certificates of S.S.C,Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## **78. Kanulla Veera Naga Bhavani**

To,

Ms. Kanulla Veera Naga Bhavani,

D/o.Nageswara Rao,

Vuyyuru,,

Krishna-521165.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

01.You may report for training within 10 days of completion of your final year examinations including practicals.

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If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## **79. Devanaboyina Tirumala Kumar**

To,  
Mr. Devanaboyina Tirumala Kumar,  
S/o.Kiran Kumar,  
Vuyyuru,,  
Krishna-521165.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

01.You may report for training within 10 days of completion of your final year examinations including practicals.

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If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## **80. Dirisam Sowjanya**

To,  
Ms. Dirisam Sowjanya,  
D/o.Prasanth,  
Thotlavalluru,  
Krishna-521143.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

01.You may report for training within 10 days of completion of your final year examinations including practicals.

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09.If you intend to leave the service of the company, you have to give two months prior notice in writing or notice Pay in lieu thereof, which may be modified and the same will be notified.

10. You should submit the following at the time of joining a) 4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b) 4 copies of stamp size colour photo of the candidate. c) Original Certificates of S.S.C, Inter, B.Sc & M.Sc. d) Until you submit your M.Sc Certificate you will be treated as a B.Sc. e) You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you. You should intimate to us about your willingness to join in our organization within 10 days on receipt of this letter.

If you fail to report to training within the time, this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K. SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## **81. Kantu Ramana**

To,  
Mr. Kantu Ramana,  
S/o.Kishore Babu,  
Kankipadu,  
Krishna-521133.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

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If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## **82. Reddim Satya Bhargavi**

To,

Ms. Reddim Satya Bhargavi,

D/o.Babu Rao,

Pedogirala Village,

Krishna-521113.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

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Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

### **83. Valluru Gowtham Kumar**

To,

Mr. Valluru Gowtham Kumar,

S/o.Srinivasa Rao,

Akunuru Village,

Krishna-521112.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

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If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## 84. Shaik Subani

To,  
Mr. Shaik Subani,  
S/o.Allabakshu,  
Vuyyuru,  
Krishna-521165.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

- 01.You may report for training within 10 days of completion of your final year examinations including practicals.
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Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

Date: 15.11.2018

## **85. Valluru Srinivasa Rao**

To,  
Mr. Valluru Srinivasa Rao,  
S/o.Ramana Rao,  
Vuyyuru,  
Krishna-521165.

With reference to your application and subsequent interview held on 15.11.2018 we are pleased to offer you appointment as Trainee Supervisor in Production Department at Unit-2 situated at Chippada village, Bheemunipatnam Mandal, Vishakapatnam District on the following terms and conditions .

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Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

## 86. Dodda Kusuma Lakshmi



Date: 08-03-2021

RE: LETTER OF OFFER OF EMPLOYMENT – JUNIOR LECTURER – CHEMISTRY.

Dear MS. DODDA KUSUMA LAKSHMI  
D/O. MADHUSUDHAN RAO,  
DOOR.NO : 3-70, SOUTH VALLURU, PAMULA LANKA,  
THOTLAVALURU MANDAL, KRISHNA DISTRICT,  
PINCODE - 521163.  
CONTACT NO : 7036143547.

We are pleased to offer you employment in the position of – **JUNIOR LECTURER – CHEMISTRY** with Nalanda Educational Institutions at **NDC – IGMS**.

We are eager to have you as part of our team. We foresee your potential skills a valuable contribution to our organisation and clients. Your appointment as an **JUNIOR LECTURER – CHEMISTRY** will commence on **08-MARCH-2021**. We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

As an **JUNIOR LECTURER – CHEMISTRY** you will be entitled to a monthly remuneration as per the company norms which indicate cost to organization you will be on a probation period of Six months. Regular performance review will be conducted to assess your performance and suitability. Your continued employment at Nalanda Educational Institutions is dependent on your successful completion of the probationary period. You will be entitled to all benefits whatsoever decided by the management. Your signing this offer letter confirms your acceptance of the terms and conditions and that you would be joining Nalanda on the given date and will not leave the organisation in the middle of the Academic Year.

We are looking forward to work with you.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Madhan Mohan.S".

Madhan Mohan.S

MANAGER- HUMAN RESOURCE

**NALANDA INSTITUTE OF CONSULTANCY FOR EDUCATION**

Corporate Office:  
# 40-27-16 Nalanda Vidyaniketan Building  
Gayatri Nagar Vijayawada 520 008

T +91 866 3250 218  
+91 866 3250 220 /221  
F +91 866 246 277

[nalanda.edu.in](http://nalanda.edu.in)



APPOINTMENT ORDER


Name of the Applicant : G. MOUNIKA  
S/o d/o w/o : G. DURGA RAO  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 09-12-1996  
Age : 22  
Date of Joining : 05-01-2019

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

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.

I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant



APPOINTMENT ORDER

Name of the Applicant : Sk. LATHEEF  
S/o d/o w/o : Sk. MUSTHAFA  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 05-05-1996  
Age : 22  
Date of Joining : 05-01-2019

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

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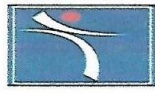
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 89. Dirisam Sowjanya



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : D. SOWJANYA  
S/o d/o w/o : D. BABU RAO  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 15-06-1996  
Age : 22  
Date of Joining : 05-01-2019

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

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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.

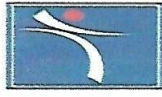
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 90. Dodda Kusuma Lakshmi



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : D. KUSUMA LAKSHMI  
S/o d/o w/o : D. MADHUSUDHAN RAO  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 10-05-1997  
Age : 21  
Date of Joining : 05-01-2019

With reference to your Application dated 29.12.2018 and the subsequent interview held at Academic Central Office, Vijayawada The Management is pleased to offer you the post of Academic Instructor Computer for middle school at VIJAYAWADA ZONE on a consolidated pay of Rs.12,000 Per month in words for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

➤ You are advised to report to the workshop on: MAY, 2019

At: GOSALA

  
Appointment Authority

### 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.

I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 91. Mr. Ravi Teja

Laurus Labs Limited  
Plot No: 21, Jawaharlal Nehru Pharma City, Parawada,  
Visakhapatnam - 531021, Andhra Pradesh, India.  
T +91 891 306 1222 F +91 891 306 1270



LL/HR/Off/MRF 302(46)/Unit 02/May'2020/083

12th May'2020

**Mr. Ravi Teja. Bale,  
S/o. Mr. Uma Maheswara Rao. B,  
D.No : 7-346/5, Vivekananda Nagar,  
Vuyyuru (Vill & MD), Krishna Dist.**

**Dear Mr. Ravi Teja,**

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 "Quality Control (FDF) Department" at our **Unit 02** facility at Atchutapuram, Visakhapatnam on the following terms and conditions:

1. Your gross remuneration will be **Rs. 1,60,000/- (One Lakh Sixty 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. On clearing M.Sc Exams in First Attempt, we will Revise your Salary to **Rs. 1,80,000/-** along with the arrears w.e.f your joining date. In case you are unable to clear your M.Sc, you will have to continue with the current offered i.e **Rs. 1,60,000/-**
8. 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. Three passport and two stamp size photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photo copies of Passport or Driving license and PAN card
  - f. **Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy and Aadhar Card 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 July'2020**. 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,**

  
**Dr. C. Satyanarayana**  
Chief Executive Officer

I accept to the above terms and conditions.

Signature:  
Name:  
Date:

Registered Office : Plot No:21, Jawaharlal Nehru Pharma City, Parawada, Visakhapatnam - 531021, Andhra Pradesh, India. CIN : L24239AP2005PLC047518  
T +91 891 3061222 F +91 891 3061270 E info@lauruslabs.com W lauruslabs.com

**LAURUS Generics**  
Active Pharmaceutical Ingredients & Intermediates

**LAURUS Ingredients**  
Specialty Ingredients for Nutraceutical & Allied Industry

**LAURUS Synthesis**  
Contract Development & Manufacturing Services

## 92. Shaik Latheef



SPAL PVT. LTD.

SPAL/HR/71/2019

Date: 09/01/2019

**Mr. Shaik Latheef,**  
S/o. Sri Shaik Musthafa,  
D. No. , Iluru,  
**Thotla Valluru (M), KRISHNA (D) -521 247,**

**Dear Mr. Shaik Latheef,**

### **Sub: LETTER OF INTENT**

With reference to your application, subsequent interview and discussion you had with us, we are pleased to inform you that you have been selected in our organization for the position of **Trainee Officer** in **QA Department** on the terms and conditions mutually agreed upon during the interview.

You are requested to join duty **on or before 21/01/2019**, failing which this offer will be withdrawn.

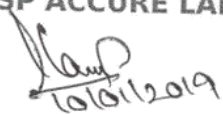
While joining, you are advised to submit the following documents for verification and records.

- All original educational certificates. Along with zerox copies.
- Four (4) latest passport size photographs.
- Copy of PAN card , AADHAR Card , Voter ID Card.
- Relieving letter from the previous organisation.
- Service certificates of all previous employers.
- While joining, bring the Medical examination reports as mentioned below:
  - CBP(Complete Blood Picture)
  - Urine test
  - 'X'-Ray Report with nativity.
  - ECG.
  - EYE
  - SKIN
  - Complete Health check reports such as not suffer from any chronic, contagious or fatal diseases and they are fit to work in pharma company

The regular Appointment Order will be issued at the time of joining, kindly confirm receipt of this letter.

Yours Sincerely,

**For SP ACCURE LABS PVT. LTD.,**

  
**(A.KRISHNA KANTH)**  
**HEAD - QUALITY**



**SPAL PVT. LTD.**  
**Hyderabad.**



## 93. Uddagiri Venkatesh



SPAL PVT. LTD.

SPAL/HR/73/2019  
Date: 09/01/2019

**Mr. Udagiri Venkatesh,**  
S/o. Sri. U Srinivasa Rao ,  
Inapuru, Pamidimukhala (M),  
**KRISHNA (D), 521 247,**

Dear Mr. Udagiri Venkatesh,

### **Sub: LETTER OF INTENT**

With reference to your application, subsequent interview and discussion you had with us, we are pleased to inform you that you have been selected in our organization for the position of **Trainee Officer in QA Department** on the terms and conditions mutually agreed upon during the interview.

You are requested to join duty **on or before 21/01/2019**, failing which this offer will be withdrawn.

While joining, you are advised to submit the following documents for verification and records.

- All original educational certificates. Along with zerox copies.
- Four (4) latest passport size photographs.
- Copy of PAN card , AADHAR Card , Voter ID Card.
- Relieving letter from the previous organisation.
- Service certificates of all previous employers.
- While joining, bring the Medical examination reports as mentioned below:
  - CBP(Complete Blood Picture)
  - Urine test
  - 'X'-Ray Report with nativity.
  - ECG.
  - EYE
  - SKIN
  - Complete Health check reports such as not suffer from any chronic, contagious or fatal diseases and they are fit to work in pharma company

The regular Appointment Order will be issued at the time of joining, kindly confirm receipt of this letter.

Yours Sincerely,

**For SP ACCURE LABS PVT. LTD.,**

  
(A.KRISHNA KANTH)  
HEAD - QUALITY



**SPAL PVT. LTD.**  
Hyderabad.

## 94. Pamarthi Gopi Raju



SPAL PVT. LTD.

SPAL/HR/74/2019  
Date: 09/01/2019

**Mr. Pamarthi Gopi Raju,**  
S/o. Sri P Veera Krishna,  
H.No. 4-11A, Ayyanki (V), Movva,  
**KRISHNA (D), 521 138,**

**Dear Mr. Pamarthi Gopi Raju,**

### **Sub: LETTER OF INTENT**

With reference to your application, subsequent interview and discussion you had with us, we are pleased to inform you that you have been selected in our organization for the position of **Trainee Officer in QA Department** on the terms and conditions mutually agreed upon during the interview.

You are requested to join duty **on or before 09/01/2019**, failing which this offer will be withdrawn.


While joining, you are advised to submit the following documents for verification and records.

- All original educational certificates. Along with zerox copies.
- Four (4) latest passport size photographs.
- Copy of PAN card , AADHAR Card , Voter ID Card.
- Relieving letter from the previous organisation.
- Service certificates of all previous employers.
- While joining, bring the Medical examination reports as mentioned below:
  - CBP(Complete Blood Picture)
  - Urine test
  - 'X'-Ray Report with nativity.
  - ECG.
  - EYE
  - SKIN
  - Complete Health check reports such as not suffer from any chronic, contagious or fatal diseases and they are fit to work in pharma company

The regular Appointment Order will be issued at the time of joining, kindly confirm receipt of this letter.

Yours Sincerely,

**For SP ACCURE LABS PVT. LTD.,**

  
10/01/2019  
**(A.KRISHNA KANTH)**  
**HEAD - QUALITY**



**SPAL PVT. LTD.**  
**Hyderabad.**

## 95. Soni Hemanth



SPAL PVT. LTD.

SPAL/HR/67/2019  
Date: 09/01/2019

**Mr. Soni Hemanth,**  
S/o. Sri S. Chamudeswar Rao,  
D.No. 6-345/1, Srilanka Colony, Near Bus Stand,  
**Vuyyuru, KRISHNA (D) 521 165,**

**Dear Mr. Soni Hemanth,**

### **Sub: LETTER OF INTENT**

With reference to your application, subsequent interview and discussion you had with us, we are pleased to inform you that you have been selected in our organization for the position of **Trainee Research Associate in FR & D Department** on the terms and conditions mutually agreed upon during the interview.

You are requested to join duty **on or before 21/01/2019**, failing which this offer will be withdrawn.

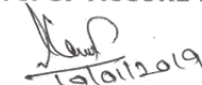
While joining, you are advised to submit the following documents for verification and records.

- All original educational certificates. Along with zerox copies.
- Four (4) latest passport size photographs.
- Copy of PAN card , AADHAR Card , Voter ID Card.
- Relieving letter from the previous organisation.
- Service certificates of all previous employers.
- While joining, bring the Medical examination reports as mentioned below:
  - CBP(Complete Blood Picture)
  - Urine test
  - 'X'-Ray Report with nativity.
  - ECG.
  - EYE
  - SKIN
  - Complete Health check reports such as not suffer from any chronic, contagious or fatal diseases and they are fit to work in pharma company

The regular Appointment Order will be issued at the time of joining, kindly confirm receipt of this letter.

Yours Sincerely,

**For SP ACCURE LABS PVT. LTD.,**

  
21/01/2019  
**(A.KRISHNA KANTH)**  
**HEAD - QUALITY**



**SPAL PVT. LTD.**  
**Hyderabad.**

## 96. Chanapathi Venkatesh



SPAL/HR/66/2019  
Date: 09/01/2019

**Mr. CH. Venkatesh,**  
S/o. Sri. Naga Raju,  
D.No. 2-95-3, 14th Ward, Sundharampet,  
**Vuyyuru, KRISHNA (D), 521 165,**

**Dear Mr. CH. Venkatesh,**

### **Sub: LETTER OF INTENT**

With reference to your application, subsequent interview and discussion you had with us, we are pleased to inform you that you have been selected in our organization for the position of **Trainee Research Associate** in **FR & D Department** on the terms and conditions mutually agreed upon during the interview.

You are requested to join duty **on or before 21/01/2019**, failing which this offer will be withdrawn.

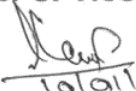
While joining, you are advised to submit the following documents for verification and records.

- All original educational certificates. Along with zerox copies.
- Four (4) latest passport size photographs.
- Copy of PAN card , AADHAR Card , Voter ID Card.
- Relieving letter from the previous organisation.
- Service certificates of all previous employers.
- While joining, bring the Medical examination reports as mentioned below:
  - CBP(Complete Blood Picture)
  - Urine test
  - 'X'-Ray Report with nativity.
  - ECG.
  - EYE
  - SKIN
  - Complete Health check reports such as not suffer from any chronic, contagious or fatal diseases and they are fit to work in pharma company

The regular Appointment Order will be issued at the time of joining, kindly confirm receipt of this letter.

Yours Sincerely,

**For SP ACCURE LABS PVT. LTD.,**

  
10/01/2019  
**(A.KRISHNA KANTH)**  
**HEAD - QUALITY**



**SPAL PVT. LTD.**  
**Hyderabad.**

## 97. Bankuru Chintaiiah



SPAL PVT. LTD.

SPAL/HR/70/2019  
Date: 09/01/2019

**Mr. B.Chintaiiah,**  
S/o. Sri. Narayana Rao,  
D.No. 2-177, 14th Ward, Sundararama peta,  
**Vuyuur, KRISHNA 521 165,**

**Dear Mr. B.Chintaiiah,**

### **Sub: LETTER OF INTENT**

With reference to your application, subsequent interview and discussion you had with us, we are pleased to inform you that you have been selected in our organization for the position of **Trainee Chemist in QC Department** on the terms and conditions mutually agreed upon during the interview.

You are requested to join duty **on or before 21/01/2019**, failing which this offer will be withdrawn.

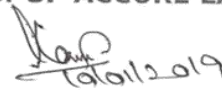
While joining, you are advised to submit the following documents for verification and records.

- All original educational certificates. Along with zerox copies.
- Four (4) latest passport size photographs.
- Copy of PAN card , AADHAR Card , Voter ID Card.
- Relieving letter from the previous organisation.
- Service certificates of all previous employers.
- While joining, bring the Medical examination reports as mentioned below:
  - CBP(Complete Blood Picture)
  - Urine test
  - 'X'-Ray Report with nativity.
  - ECG.
  - EYE
  - SKIN
  - Complete Health check reports such as not suffer from any chronic, contagious or fatal diseases and they are fit to work in pharma company

The regular Appointment Order will be issued at the time of joining, kindly confirm receipt of this letter.

Yours Sincerely,

**For SP ACCURE LABS PVT. LTD.,**

  
**(A.KRISHNA KANTH)**  
**HEAD - QUALITY**



**98. D.Tirumala Rao**



SPAL PVT. LTD.

SPAL/HR/68/2019  
Date: 09/01/2019

**Mr. D. Tirumala Rao,**  
S/o. Sri. D. Srinivasa Rao,  
D.No.4-55, Marrivada,  
**Padmidimukkala (M), KRISHNA -521 256,**

**Dear Mr. D. Tirumala Rao,**

**Sub: LETTER OF INTENT**

With reference to your application, subsequent interview and discussion you had with us, we are pleased to inform you that you have been selected in our organization for the position of **Trainee Chemist in QC Department** on the terms and conditions mutually agreed upon during the interview.

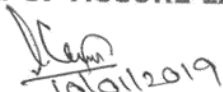
You are requested to join duty **on or before 21/01/2019**, failing which this offer will be withdrawn. While joining, you are advised to submit the following documents for verification and records.

- All original educational certificates. Along with zerox copies.
- Four (4) latest passport size photographs.
- Copy of PAN card , AADHAR Card , Voter ID Card.
- Relieving letter from the previous organisation.
- Service certificates of all previous employers.
- While joining, bring the Medical examination reports as mentioned below:
  - CBP(Complete Blood Picture)
  - Urine test
  - 'X'-Ray Report with nativity.
  - ECG.
  - EYE
  - SKIN
  - Complete Health check reports such as not suffer from any chronic, contagious or fatal diseases and they are fit to work in pharma company

The regular Appointment Order will be issued at the time of joining, kindly confirm receipt of this letter.

Yours Sincerely,

**For SP ACCURE LABS PVT. LTD.,**

  
**(A.KRISHNA KANTH)**  
**HEAD - QUALITY**



**SPAL PVT. LTD.**  
**Hyderabad.**

# 99. Katta Gopi Raju



SPAL PVT. LTD.

SPAL/HR/69/2019  
Date: 09/01/2019

**Mr. Katta Gopi Raju,**  
S/o. Sri K Subramanyam,  
D.No. 2-57, Pedamilttevi,  
**Movva (M), KRISHNA (M) 521 136,**

Dear Mr. Katta Gopi Raju,

## Sub: LETTER OF INTENT

With reference to your application, subsequent interview and discussion you had with us, we are pleased to inform you that you have been selected in our organization for the position of **Trainee Chemist** in **QC Department** on the terms and conditions mutually agreed upon during the interview.

You are requested to join duty **on or before 21/01/2019**, failing which this offer will be withdrawn.

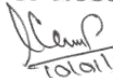
While joining, you are advised to submit the following documents for verification and records.

- All original educational certificates. Along with zerox copies.
- Four (4) latest passport size photographs.
- Copy of PAN card , AADHAR Card , Voter ID Card.
- Relieving letter from the previous organisation.
- Service certificates of all previous employers.
- While joining, bring the Medical examination reports as mentioned below:
  - CBP(Complete Blood Picture)
  - Urine test
  - 'X'-Ray Report with nativity.
  - ECG.
  - EYE
  - SKIN
  - Complete Health check reports such as not suffer from any chronic, contagious or fatal diseases and they are fit to work in pharma company

The regular Appointment Order will be issued at the time of joining, kindly confirm receipt of this letter.

Yours Sincerely,

**For SP ACCURE LABS PVT. LTD.,**

  
10/01/2019

**(A.KRISHNA KANTH)**  
**HEAD - QUALITY**





Andhra Pradesh State Skill Development Corporation  
 Department of Skills Development and Training  
 Government of Andhra Pradesh  
 Krishnaveni ITI,14-194-7B, Nizampeta, Sai Nagar Colony,Machilipatnam  
 Krishna District-521001



To,  
 The Principal,  
 A.G&S.G Siddhartha Degree College of Arts and Science,  
 Vuyyuru.

Date: 26-10-2023,  
 Place: Machilipatnam.

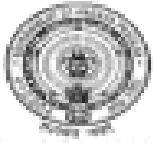
The following students attended skill connect drive held on 14-06-2019 and placed in various companies organized by Adusumilli Gopalakrishnaiah & Sugarcane Growers Siddhartha Degree College of Arts & Science, Vuyyuru in collaboration with APSSDC.

S. NO	Name of the student	Company	Salary
1	S.N.V.K.Tapaswi	Amravathi Pramotions	10000
2	Abdul Arief	Reliance	11000
3	K.Pavani Sai Bhavani	Amravathi Pramotions	10000
4	Thriveni kumar	Amravathi Pramotions	10000
5	G.Divyanjali	Amravathi Pramotions	10000
6	S.Hemanth Kumar	Amravathi Pramotions	10000
7	T.V.R.S.Phanindra	Amravathi Pramotions	10000
8	T.Kalyan Guru Datta	Reliance	11000

Yours sincerely

  
 District Skill Development Officer (DSDO)  
 District Skill Development Corporation (APSSDC)  
 District Office, Machilipatnam,  
 APSSDC - Machilipatnam,  
 Krishna District.  
 Cell No: 9030964638.





Andhra Pradesh State Skill Development Corporation  
Department of Skills Development and Training  
Government of Andhra Pradesh  
Krishnaveni III,14-194-7B, Nizampeta, Sai Nagar Colony, Machilipatnam  
Krishna District-521001



To,  
The Principal,  
A.G&S.G Siddhartha Degree College of Arts and Science,  
Vuyyuru.

Date: 26-10-2023,  
Place: Machilipatnam.

The following students attended skill connect drive held on 28-08-2019 and placed in various companies organized by Adusumilli Gopalakrishnaiah & Sugarcane Growers Siddhartha Degree College of Arts & Science, Vuyyuru in collaboration with APSSDC.

S. NO	Name of the student	Company	Salary
1	G Sai Rachana	Jp Groups	10000
2	Y.V.N Anjaneyulu	Paytm	10000
3	V.Sai Teja Sri	SuvamaBhumi	10000
4	V.N Mounika	SBI Cards	12000
5	Md Irfan	Paytm	10000
6	G lavanya	Paytm	10000
7	T.V.R.S.Phanindra	Paytm	10000
8	T.Kalyan Guru Datta	JPGroup	11000
9	K Ganesh Babu	Sricity Mobiles	10000
10	D Syam Babu	Hetero Labs	11000
11	K Naga Lakshmi	SBI	12000
12	K Lakshmi Priya	Paytm	10000
13	K Siva Ganesh	Paytm	10000
14	V jaya Prakash	Hetero Labs	11000
15	K Ayay Kumar	JPGroup	10000

Yours sincerely

District Skill Development Officer (DSDO)  
Andhra Pradesh State  
Skill Development Corporation (APSSDC)  
Machilipatnam, Krishna District

District Skill Development Officer (DSDO),

APSSDC -Machilipatnam,

Krishna District.

Cell No: 9030964638.

## Higher Education 2018-19

123 to 217

AG & SG SIDDHARTHA COLLEGE OF ARTS & SCIENCE (AUTONOMOUS), VUYURU  
: Students Admitted in the Academic Year :2018-19

Sno	RollNo	Name of The Studen	Higher Education	Name of the College
1	18MCS301	Mohammed Shabana	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
2	18MCS302	Malla Krishna Priya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
3	18MCS303	Padamata Uma Radha	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
4	18MCS304	Ch Sravana Sandhya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
5	18MCS305	Katuru Ganesh Babu	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
6	18MCS306	Sobhila Hemalatha	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
7	18MCS307	Velupula Eswaramma	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
8	18MCS308	Kocherla Naga Lakshmi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
9	18MCS309	Dasari Vineeth Babu	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
10	18MCS310	Kanagala Kranthi Priya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
11	18MCS311	Meruga Manasa Mrudul	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
12	18MCS312	V N Veera Venkata Sow	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
13	18MCS313	BSai Krishna Prasanna	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
14	18MCS314	Pothana Swapna	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
15	18MCS315	Akula Santhosh Kumar	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
16	18MCS316	K Sri Venkata Siva Kum	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
17	18MCS317	Devarakonda Shyam Ku	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
18	18MCS318	Padamata Hemanth Kur	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
19	18MCS319	Peddi Srinivasa Rao	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
20	18MCS320	Valluru Seshagiri Rao	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
21	18MCS321	Sonti Ravi Teja	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
22	18MCS322	Gona Karayvini	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
23	18MCS323	Paladugu Srujana	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
24	18MCS324	MB SV Nrusimha Krish	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
25	18MCS325	Kolusu Gopi Krishna	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
26	18MCS326	K Naga Lakshmi Durga	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
27	18MCS327	Sandaka Naveen	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
28	18MCS328	Chanapathi Jayaram	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
29	18MCS329	Lam Sandhya Devi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
30	18MCS330	Arepalli Srikanth	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
31	18CH101	Jampana Sri Lekha	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
32	18CH102	Vallabhaneni Siva Prasa	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
33	18CH103	Puppala Ajay Kumar	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
34	18CH104	Chakka Devalatha	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
35	18CH105	Abdul Raheem	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
36	18CH106	Pandi Vijaya	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
37	18CH107	Katuri Naga Sai	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
38	18CH108	Shaik Arif Masuda	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
39	18CH109	Kuchibhatla Bharathi R	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
40	18CH110	Mukku Tirupathi	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
41	18CH111	Maganti Hema Deepthi	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
42	18CH112	Swarna Neeraja	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
43	18CH113	Kodavalla Srikanth	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE

44	18CH114	Gummadi Ammarao	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
45	18CH115	Jonnalagadda Veeramma	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
46	18CH116	Jarapala Dhana Balu Na	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
47	18CH117	Parise Naga Raja	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
48	18CH118	Vemula Raji	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
49	18CH119	Koduru Sowjanya	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
50	18CH120	Galanki Sasi Kumar	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
51	18CH121	K V Venkata Koteswara	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
52	18CH122	Kolavennu Venkata Raji	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
53	18CH123	Yenugudhati Lakshmi	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
54	18CH124	Devarapalli Divya	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
55	18CH125	Juvvanapudi Kavitha	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
56	18CH126	Addepalli Vineela	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
57	18CH127	Gummadi Aril	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
58	18CH128	Thokala Balaji Vara Pra	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
59	18CH129	Bale Ravi Teja	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
60	18CH130	Kolluri Keerthi	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
61	18COM201	Gollu Murali Krishna	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
62	18COM202	K Sasi Kumar	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
63	18COM203	Kruthiventi Mounika	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
64	18COM204	G Siva Parvathi	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
65	18COM205	Nemmadi Jyothi	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
66	18COM206	N LTirupatamma	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
67	18COM207	Polana Devi	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
68	18COM208	Chittimothu Devi	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
69	18COM209	Abdul Jabbar	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
70	18COM210	Loya Gopaiah	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
71	18COM211	Md VBegum	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
72	18COM212	Ch Anil Kumar	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
73	18COM213	Matta Naveen	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
74	18COM214	Maganti Nagarajuna	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
75	18COM215	Tadiparthi Tirumala	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
76	18COM216	Kona Siva Naga Raju	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
77	18COM217	Jujjavarapu Pavan	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
78	18COM218	Nageena Begum	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
79	18COM219	Munipalli Manjusha	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
80	18COM220	Madem Nagamani	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
81	18COM221	Rachamalla Bhavani	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
82	18COM222	Bezavada Prasada Rao	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
83	18COM223	Vuyyuru Anusha	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
84	18COM224	GCRaja Surya	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
85	18COM225	Leela Durga Rao	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
86	18COM226	Nimmagadda Ajay	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
87	18COM227	N Venkata Chalapathi B	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
88	18COM228	Gunja Pradeep	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
89	18COM229	Boina Siva Nagaraju	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
90	18COM230	Marumudi Vikram Raja	M.Com.	A.G & S.G SIDDHARTHA COLLEGE

91	18COM231	Boddu Dinesh	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
92	18COM232	Ganta Rajesh	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
93	18COM233	Dara Nagarjuna	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
94	18COM234	KSiva Nagaraju	M.Com.	A.G & S.G SIDDHARTHA COLLEGE
95	18COM235	P Ananta Durga Rao	M.Com.	A.G & S.G SIDDHARTHA COLLEGE

*S. Salethi*

**Principal**

# 218. S Siva Sai Haritha

## PRABHAS DEGREE COLLEGE

Main Road, Kedareswarapet, VIJAYAWADA - 520 003  
 No.: 630 **Fee Receipt** Date: 8/2/2020  
 Term: \_\_\_\_\_  
 Name: S. Siva Sai Haritha  
 Roll No.: 12065 Class & Group: II MSc.

Particulars	Amount	
	Rs.	P.
<b>TUITION FEE</b>	3000	00
Admission Fee (F.S.)		
University Development Fee		
Matriculation (F.S.)		
Laboratory Fee		
Laboratory Deposit (F.S.)		
Library Deposit (F.S.)		
University Tournaments (P.Y.)		
Library Fee		
Calendar (P.Y.)		
Magazine (P.Y.)		
Water & Power		
Students Amenity		
Students Aid Fund		
Audio Visual Fee		
Social Service League		
Games Fee		
Stationery Fee		
<b>TOTAL :</b>	<b>3000</b>	<b>00</b>

Rupees: Three Thousand Only  
 Clerk: \_\_\_\_\_  
 Principal: \_\_\_\_\_

## PRABHAS DEGREE COLLEGE

Main Road, Kedareswarapet, VIJAYAWADA - 520 003  
 No.: 593 **Fee Receipt** Date: 14/9/19  
 Term: \_\_\_\_\_  
 Name: S. Siva Sai Haritha  
 Roll No.: 12065 Class & Group: II MSc.

Particulars	Amount	
	Rs.	P.
<b>TUITION FEE</b>	3000	00
Admission Fee (F.S.)		
University Development Fee		
Matriculation (F.S.)		
Laboratory Fee		
Laboratory Deposit (F.S.)		
Library Deposit (F.S.)		
University Tournaments (P.Y.)		
Library Fee		
Calendar (P.Y.)		
Magazine (P.Y.)		
Water & Power		
Students Amenity		
Students Aid Fund		
Audio Visual Fee		
Social Service League		
Games Fee		
Stationery Fee		
<b>TOTAL :</b>	<b>3000</b>	<b>00</b>

Rupees: Three thousand only  
 Clerk: \_\_\_\_\_  
 Principal: \_\_\_\_\_

219. Pinisetty Rajsekhar



**SREE VIDYANIKETHAN**  
Engineering College  
(Autonomous)

**SREE VIDYANIKETHAN**  
**ENGINEERING COLLEGE**  
(AUTONOMOUS)

NAME : PINISETTY RAJSEKHAR  
ROLLNO : 19121F0034  
BRANCH : SVEC\_MCA  
DURATION : 2019-2022





**ID 19**

Issuing Authority  
*P. C. K. Chandra*

[www.vidyanikethan.edu](http://www.vidyanikethan.edu)

## 220. Dulipala Vasu


**VELAGAPUDI RAMAKRISHNA  
SIDDHARTHA ENGINEERING COLLEGE**  
KANURU, VIJAYAWADA – 520007, ANDHRA PRADESH, INDIA.  
Affiliated to  
**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA**


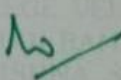

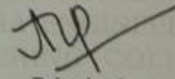
SI.No. **0001289**  
PC.No. 2021AUG8W1EMB010

**PROVISIONAL CERTIFICATE**

Hall Ticket No.: 198W1E0012

This is to certify that Mr./Ms. DULIPALA VASU  
Son/Daughter of Shri. DULIPALA SAMBASIVA RAO  
passed MASTER OF BUSINESS ADMINISTRATION degree  
examinations of this autonomous college held in AUGUST-2021 and  
that he/she was placed in \*\*\*First Class with Distinction\*\*\*  
He/She has satisfied all the requirements for the award of the MBA  
degree of the **VELAGAPUDI RAMAKRISHNA SIDDHARTHA ENGINEERING COLLEGE**  
(Autonomous) affiliated to Jawaharlal Nehru Technological University Kakinada

  
\*Medium of Instructions and Examinations in English

  
Date: 25/11/2021  
  
Controller of Examinations  
  
  
Principal

221. Nagidi Kanchana

కృష్ణా విశ్వవిద్యాలయం  
Krishna University

Machilipatnam - 521 001, Krishna District, Andhra Pradesh.



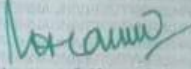
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PROVISIONAL CERTIFICATE

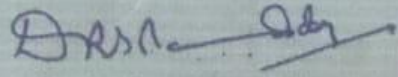
Regd. No. 18414

This is to certify that Mr./Ms. NAGIDI KANCHANA  
S/o / D/o NAGIDI SURESH BABU has qualified  
himself / herself for the Degree of MASTER OF SCIENCE (MATHEMATICS)  
in this University from PARVATHANENI BRAHMAYYA SIDDHARTHA  
COLLEGE OF ARTS & SCIENCE (AUTONOMOUS), VIJAYAWADA-520 010, he / she  
having been declared to have passed the examinations  
prescribed therefor in APR-2020 in A grade and  
FIRST CLASS with CGPA 7.95 and  
that he / she has done all that is necessary for the formal  
presentation of the Degree.

Date : 17 DEC 2020

  
Signature of the Principal  
With Seal  
PRINCIPAL

Parvathaneni Brahmaya  
Siddhartha College of Arts & Science  
VIJAYAWADA-520 010.

  
Controller of Examinations



222. Nagadesi Bhargavi

కృష్ణా విశ్వవిద్యాలయం  
Krishna University  
Machilipatnam - 521 001, Krishna District, Andhra Pradesh.



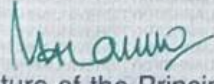
No.: 000393

PROVISIONAL CERTIFICATE

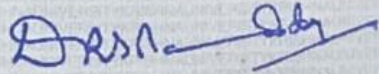
Regd. No. 18326

*This is to certify that Mr./Ms. NAGADESI BHARGAVI  
S/o / D/o NAGADESI VENKATESWARA RAO has qualified  
himself / herself for the Degree of MASTER OF SCIENCE (COMPUTER SCIENCE)  
in this University from PARVATHANENI BRAHMAYYA SIDDHARTHA  
COLLEGE OF ARTS & SCIENCE (AUTONOMOUS), VIJAYAWADA-520 010, he / she  
having been declared to have passed the examinations  
prescribed therefor in APR-2020 in A grade and  
FIRST CLASS with CGPA 7.37 and  
that he / she has done all that is necessary for the formal  
presentation of the Degree.*

Date: 17 DEC 2020

  
Signature of the Principal  
With Seal  
PRINCIPAL

Parvathaneni Brahmayya  
Siddhartha College of Arts & Science  
VIJAYAWADA-520 010.

  
Controller of Examinations

223. Yarabarla Pujitha

Sl. No. 00101930  
క్రమ సంఖ్య

Register No.  
రిజిస్టర్ నెం.

PG18196023



# ANDHRA UNIVERSITY

ఆంధ్ర విశ్వకళాపరిషత్



FACULTY OF SCIENCE

స్నాతకోత్తరం

This is to certify that

ధృవీకరణ

Mr. / Ms.

**YARABARLA PUJITHA**

శ్రీ/శ్రీమతి/ కుమారి

Son / Daughter of

**YARABARLA NAGA SRINIVASA RAO**

కుమారుడు/కుమార్తె

has been duly admitted to the Degree of **Master of Science**

**మాస్టర్ ఆఫ్ సైన్స్ (కంప్యూటర్ సైన్స్)** పట్టాప్రధానానికి అర్హత పొందినందున **(Computer Science)**

in this University he/she having been declared to have passed the examination prescribed therefor as follows :

ఈ విశ్వవిద్యాలయం నుంచి క్రింద సూచించిన విధంగా ఆతడు / ఆమె పట్టాకు నిర్దేశించిన పరీక్షలో ఉత్తీర్ణత పొందినట్లు ప్రకటించబడింది:

Month & Year of Passing ఉత్తీర్ణత పొందిన నెల, సంవత్సరం	Class Awarded పొందిన శ్రేణి	Medium మాధ్యమం
OCTOBER-2020	FIRST CLASS WITH DISTINCTION	ENGLISH

Gayatri Vidya Parishad College for Degree and P.G. Courses (Autonomous)

Given under the Seal of the University

విశ్వవిద్యాలయం అధికార ముద్రతో జారీచేయబడినది.

Visakhapatnam, A.P., India

విశాఖపట్టణము, ఆంధ్రప్రదేశ్, భారతదేశము

Date : 18-02-2022

తేది:



Registrar

రిజిస్ట్రార్

కృష్ణ విశ్వవిద్యాలయం  
Krishna University  
Machilipatnam - 521 001, Krishna District, Andhra Pradesh.



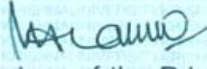
No.: 000394

PROVISIONAL CERTIFICATE

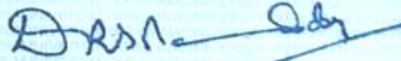
Regd. No.18327

*This is to certify that Mr./Ms. DOTLA KEERTHANA  
S/o / D/o DOTLA NAGESWARA RAO has qualified  
himself / herself for the Degree of MASTER OF SCIENCE (COMPUTER SCIENCE)  
in this University from PARVATHANENI BRAHMAYYA SIDDHARTHA  
COLLEGE OF ARTS & SCIENCE (AUTONOMOUS), VIJAYAWADA-520 010, he / she  
having been declared to have passed the examinations  
prescribed therefor in APR-2020 in A grade and  
FIRST CLASS with CGPA 7.26 and  
that he / she has done all that is necessary for the formal  
presentation of the Degree.*

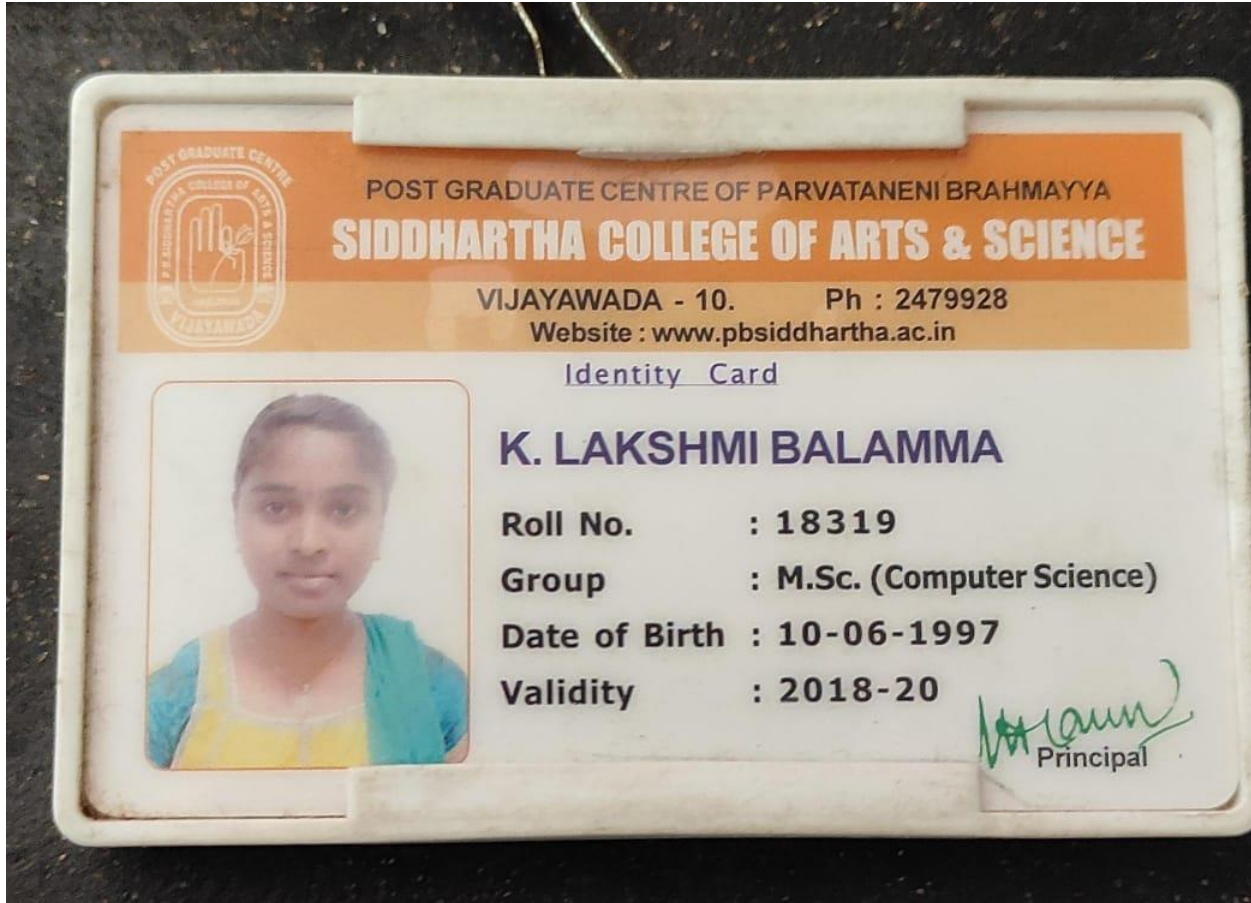
Date : 17 DEC 2020

  
Signature of the Principal  
With Seal  
PRINCIPAL

Parvathaneni Brahmaya  
Siddhartha College of Arts & Science  
VIJAYAWADA-520 010.

  
Controller of Examinations

## 225. Katuri Lakshmi Balamma



## 226. Kotcherla Naga Pushpa Latha



# ACHARYA



# NAGARJUNA UNIVERSITY

Nagarjuna Nagar, Guntur - 522 510. A.P.

## UNIVERSITY COLLEGE OF SCIENCES



### KOTCHERLA NAGA PUSHPA LATHA

DOB : 01-11-1999

Course : M.Sc. (Organic Chemistry)

Regd No. : Y21CH20033

B.Group : O+Ve

Aa Adher No : 4755 4379 3016

  
Principal

Dept. of Chemistry

Res: # 24-95, Kotha Peta, Pamarou (V&M), Krishna (Dt), Pin: 521157,  
Cell: 8184813118.

## 227. Kolli Sai Pavan

**PROCEEDINGS OF THE MUNICIPAL COMMISSIONER, GUDIVADA**  
**PRESENT : Sri P.J. SAMPATH KUMAR**  
**& & &**

**Roc.No. 3851/2019/G1**

**Dated :29.11.2019**

Sub:- Ward Secretaries – Establishment – Gudivada Municipality -KOLLI SAI PAVAN KUMAR appointed as Ward Sanitation and Environment Secretary (Grade-II) – Joining Report – Submitted – Permitted to join duty - Orders – Issued.

- Ref:- 1) Procs RoC No. 571/2019/A2/DSC-2019 of the Regional Director of Municipal Administration & Chairman, Regional Level Committee, Rajamahendravaram Dt. 12-11-2019.  
2) Procs RoC No. 571/2019/A2, of the Regional Director - cum - Appellate Commissioner of Municipal Administration, Rajamahendravaram, Dt. 25-11-2019.  
3) Joining Report of KOLLI SAI PAVAN KUMAR, Ward Sanitation and Environment Secretary (Grade-II) on 29.11.2019

@ @ @

**ORDER :**

In pursuance of the orders issued in the references 1<sup>st</sup> and 2<sup>nd</sup> cited, KOLLI SAI PAVAN KUMAR who is appointed as Ward Sanitation and Environment Secretary (Grade-II) and posted at Gudivada Municipality is here by permitted to join duty on the F.N. of 29.11.2019 Posting orders will be Issued separately.

  
Commissioner  
Gudivada Municipality

To :  
KOLLI SAI PAVAN KUMAR,  
Ward Sanitation and Environment Secretary (Grade-II),  
Gudivada Municipality

Copy to Sanitary Inspector, Gudivada Municipality.  
Copy to Manager, Gudivada Municipality.  
Copy to the Municipal Commissioner, Gudivada.  
Copy to STO, Gudivada.  
Copy to Special Officer, Gudivada Municipal Council, Gudivada.  
Copy to the Regional Director-cum-Appellate Commissioner of Municipal Administration, Rajamahendravaram for kind information.

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, KRISHNA DISTRICT

PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE & DISTRICT COLLECTOR

DSC - 2019

Present : Sri / Smt Sri A.Md. Imtiaz, IAS

Ref.No.4916/A2-SPKRI/2019 Dt.29.09.2019/DSC-2019/

Dated: /2019



Sri A.Md. Imtiaz

-:0:-

ORDERS :

**Sub :** Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional offer of Appointment in the **A.P. Mahila Police Special Service** - Appointment Orders - Selection to the post of **Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female)** - Orders issued.

- Read**
1. G.O.Ms.No.110, PR & RD Dept ( MDL-1), dated:19-07-2019.
  2. Recruitment **NOTIFICATION NO. 01/Home/2019, DATED: 26-07-2019** for the Post of **Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female)**
  3. Hon'ble High Court's Orders in W.P Nos.12877/2019,13885/2019, 13898/19, 14015/19, 13990/19, and 14000/2019.
  4. Hon'ble High Court's Orders In Writ Appeal No. 282/2019 and Writ Appeal 310/2019.
  5. Member Convenor DSC - 2019, letter No : **RC.NO 4202/19 P5 DL.29.09.2019 ,Dated: /2019**

-:0:-

Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference 5th cited Sr/Smt/Kumari **RAMPATI NAGA DURGA S/o,D/O,W/o RAMPATI SIVAIAH (HI No:190601048493)** is hereby provisionally appointed as **Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female)** and directed to report at **District Police Office, Machilipatnam, Krishna District, 521001, PH No: 08672-252080** on /2019 at **10.00 A.M** upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to **Mahila Police and Women & Child Welfare Assistant / Ward Women & Weaker Sections Protection Secretary (Female)** in the **DEPARTMENT OF HOME**

# 229. J.Veera Babu

1900007065\_Panchayat Secretary (Grade-V)


147

**GOVERNMENT OF ANDHRA PRADESH**  
**OFFICE OF THE DISTRICT COLLECTOR & MAGISTRATE, KRISHNA DISTRICT**  
PROCEEDINGS OF THE CHAIRMAN, DISTRICT SELECTION COMMITTEE & DISTRICT COLLECTOR

**DSC - 2019**

Present : Sri / Smt Sri A.Md. Imtiaz, IAS

Rc.No.81/2019,PT54 dt 28-09-2019/DSC-2019/  
Dated: \_\_\_\_\_/2019

  
S. Imtiaz

-101-

**ORDERS :**

**Sub :** Recruitment of Posts to Village Secretariats - DSC-2019 - Provisional after of Appointment in the A.P. Panchayat Raj Subordinate Service - Appointment Orders - Selection to the post of Panchayat Secretary (Grade-V) - Orders Issued.

**Read :**

1. G.O.Ms.No.110. PR & RD Dept (MDL-1), dated:19-07-2019.
2. Recruitment **NOTIFICATION NO. 01/2019, DATED:26-07-2019** for the Post of Panchayat Secretary (Grade-V)
3. Hon'ble High Court's Orders in W.P Nos.12977/2015,1388a/2013, 13898/19, 14015/19, 13990/13, and 14006/2019.
4. Hon'ble High Court's Orders in Writ Appeal No. 282/2019 and Writ Appeal 310/2019.
5. Member Convener DSC - 2019, Letter No : RCNo.4202/19 P5 Dt 28-09-2019 ,Dated: \_\_\_\_\_/2019

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Consequent upon your selection by the District Selection Committee and approval of the Competent Authority viz., Collector and Chairman, District Selection Committee in the reference Eln cited Sry/Smt/Kumari **JAMPANA VEERA BABU S/o,D/O,W/o JAMPANA SIVAJAH** (HT No:190601077065) is hereby provisionally appointed as Panchayat Secretary (Grade-V) and directed to report at O/o District Panchayat Officer Krishna, Collectorate Compound, Chilakalapudi, Machilipatnam, Pin: 521002 on 1.10.2019 at 10.00 A.M upon accepting the following Terms and Conditions:-

1. You are hereby offered provisional appointment to Panchayat Secretary (Grade-V) in the PANCHAYAT RAJ AND RURAL DEVELOPMENT DEPARTMENT

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http://www.rdg.gov.in/2019/08/28/1900007065\_Panchayat Secretary (Grade-V) 147



**230. Ramanjaneyulu Batchu**

