

# Students Placements Information UG & PG 2019-2020

## 1. Akkapanthula Girija Suma

**Fwd: Letter of Intent - Akkapanthula GirijaSuma - Ref. No.: 9627661**

1 message

**GirijaSuma**<girijasuma001@gmail.com>

Tue, Sep 12, 2023 at 10:0

1AM To: NAGA PRASADA RAOHOTA <t.nagaprasadarao@gmail.com>

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

From: <careers@wipro.com>

Date: Wed, Mar 11, 2020, 12:04 PM

Subject: Letter of Intent - Akkapanthula GirijaSuma -

Ref.No.: 9627661 To: <girijasuma001@gmail.com>

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year	17000	553
Third Year	19000	618
Fourth Year	23000	0

(\*) 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 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment. Please log into your [Candidate Desktop](#) to Accept or Decline the offer.

YOURS SINCERELY,

**FOR WIPRO LIMITED SUNIL KALACHAR  
GENERAL MANAGER - TALENT ACQUISITION**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. **WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.** [www.wipro.com](http://www.wipro.com)

## 2. Divvela Deepika

03-Jun-2022

Dear DivvelaDeepika,

B.Sc, Computer Science  
AG & SGS Junior College of Arts & Science, Vuyyuru

**Candidate ID – 21469400**

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited** ("Cognizant"). You have successfully cleared 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 **Programmer Trainee**.

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000** /- as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR Rs.**284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **50%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program (If offered to you) as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focus primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

Cognizant Internship (If offered to you):

a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.

b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

GenC Training Postjoining:

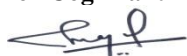
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on- the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

b) The Cognizant Internship or the Continuous Skill Development (CSD) (If offered to you) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

**Compensation and Benefits**

<b>Name:</b> Divvela Deepika		<b>Designation:</b> Programmer Trainee	
<b>Sl. No.</b>	<b>Description</b>	<b>Monthly</b>	<b>Yearly</b>
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	<b>Annual Gross Compensation</b>		<b>220,500</b>
	Incentive Indication (per annum)**		12,000
	<b>Annual Total Compensation</b>		<b>232,500</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500

<b>Annual Total Remuneration</b>	<b>252,000</b>
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**Note: The Insurance amount may vary subject to market conditions from time to time.**

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

**Leave & Vacation:**

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

SI No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

### **Provident Fund Wages:**

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

### **Employees State Insurance:**

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

\* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

\*\*\* **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

**Note:** Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

## **Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of \_\_\_\_\_ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Divvela Deepika, 22, residing at \_\_\_\_\_ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### **1. Duties and Responsibilities**

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of

youremployment.

## **2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

## **3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

## **4. Confidentiality**

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

## **5. Data Protection**

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

## **6. Work Schedule**

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws,

as may be applicable from time to time/in consonance with any applicable laws for the time being in force.

Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

## **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## **13. Unauthorized Absence**

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

## **16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

## **17. Survival**

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## **18. Dispute Resolution and Governing law**

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## **19. General**

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are



the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited Divvela Deepika**

Sign: \_\_\_\_\_

Name:

Sign: \_\_\_\_\_

Date:

## 3.Shaik Safiya

December 11, 2020

Ms. Shaik Safiya

Vuyyuru,

521165,

Ph.No:8545961263.

Dear Shaik Safiya

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 are sure that your career will never standstill, 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 corner stones 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: 2020.12.11 10:57:48 IST

Reason: Digitally Signed Location: Bangalore

HRD/1000840081/20-21

December 11, 2020

Ms. Shaik Safiya  
Vuyyuru-521165,  
Ph.No:8545961263.

Dear Shaik Safiya

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **11-Jan-2021**.

### **Location**

Your location of training is **MYSORE, India**. The location of posting ("work location") would be communicated to you upon successful completion of training.

You may be asked to relocate to any of our units, departments or the offices of our affiliates\* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location." Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

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

### **Training**

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

provided to you at the time of joining.

### **Increments and Promotions**

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

### **Transfer**

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

### **Agreement**

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

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

### **Passport and Driving License**

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

### **Compensation and Benefits**

#### **Salary**

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

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

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by

default under the Standard Plan which provides you and your family (yoursouseandtwochildreuptotheageof22years)withacoverofINR4,00,000perannum.

YouwillbecoveredundertheGroupLifeInsuranceScheme,managedbyInfosysWelfareTrustwhichprovidesyouwithatotalLifeInsurancecoverofINR6,200,000ofwhichINR3,200,000iscoveredtowardsnaturaldeath,andINR3,000,000towardsanaccidentaldeath.AllemployeesbecomemembersofInfosysWelfareTrust,byone-timepaymentofINR250andfixedmonthlycontributionofINR200.ThedetailsoftheSchemewouldbeavailabletoyouwhenyoujointheCompany.

### **Notice Period**

Duringtheprobationperiod,ifyourperformanceisfoundtobeunsatisfactoryorifitdoesnotmeettheprescribed criteria, yourtraining/employmentcanbeterminatedbytheCompanywithone-monthnoticeorsalarythereof. On confirmation, youwillbe required togive threemonth'snoticeorsalarythereofincaseyoudecidetoleaveourservices,subjecttotheCompany'sdiscretion.Whircumstancesmak itnecessary,theCompanywillhavethediscretionto relieveyouonlyattheendofthethreemonths'noticeperiod. Similarly,theCompanycanterminateyourservicesbygivingthreemonthsnoticeorsalarythereof.

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 withoutnotice.

### **Background Checks**

TheCompanymay,atitsdiscretionconductbackgroundcheckspriortoorafteryouexpectedjoiningdatet validate youridentity,theaddressprovidedbyyou,youeducationdetailsanddetailsofyourpriorworkexperienceifany, and to conduct any criminal checks. You expressly consent to theCompanyconductingsuchbackgroundchecks.Inthisconnection,youarerequiredtofurnishthedocumentslisted inOfferAnnexureforIndia.

If you fail to submit the necessary documents as required by the Company within the specified time periodoriftheCompanyisnotsatisfied,withtheoutcomeofthebackgroundchecks,theCompany,inits sole discretion,reserves therighttowithdrawthisoffer withoutnoticeandcompensationortotakeanyappropriateactionagainstyou,including,butnotlimitedto terminationofyouremployment.

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you areunabletodoso,theCompanywillinitiateacriminalbackgroundcheck.

### **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 theCompanymaythinkfitandmaybewithdrawnatanytimeatthediscretionoftheCompany.

Ouroffertoyouasan**OperationsExecutive**isconditionaluponyourhavingfullycompletedyourgraduation,withoutany activebacklogpapersandwithapasspercentage notlesserthanasspecifiedinourcampusrecruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during theselection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your ap

plicationforemploymentwithInfosys.

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

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

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

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

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

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

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

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

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

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

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

Your 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\_\_\_\_

---

Signyourname

---

Print your full Name

Location

SignatureNotVerified

Digitally signed by  
Richard  
LoboDate:2020.12.11  
10:57:48IST

Reason:  
Digitally  
SignedLocatio  
n:Bangalore

INFOSYS LIMITED

CIN:

L85110KA1981PLC013115

44, Infosys  
AvenueElectronics City,  
Hosur RoadBangalore  
560 100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.c  
om

www.infosys.co  
m

## ANNEXURE - I

(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Shaik Safiya			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</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)				136
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</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	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



# 4.N.Vijaya Lakshmi

HCL TECHNOLOGIES LTD.

Corporate Identity Number: U41400DL1991PL1341855

Technology Hub, Special Economic Zone

Plot No. 3A, Sector 120, NOIDA 201 304, UP, India

T: +91 120 8 250001, F: +91 120 4683030

Registered Office: B-9, Sector 96, Noida Phase 1, Noida-201309, India

www.hcltech.com

## OFFER & APPOINTMENT LETTER

Offer Release Date: January 28, 2022

Dear Nutakki Vijaya Lakshmi,  
D No: 3-122A, main road, 3rd block china ogirala, Vuyyuru,  
Andhra Pradesh, India, 521245

Dear Nutakki Vijaya Lakshmi,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd (**herein referred as "HCL" or "Company"**), we are pleased to inform you that you have been selected for employment in our organization as **Software Engineer** in band E1.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **January 31, 2022** at 9:00 A.M at **Vijayawada**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure, BPO division etc. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **INR 2,75,000** per annum, outlined in [Annexure I](#).

You will be required to sign a service agreement of **24 months** with a surety amount of **INR 1.25 Lakhs**. This amount shall be payable to the Company only on the event of your separation from the company before **24 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

N. Vijaya Lakshmi HCL Confidential

N. Vijaya Lakshmi  
HCL

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L14000, 19977, 1, 16, 96

Technology Hill, Sector E, Electronic Zone

Plot No. 3A, Sector 129, NOIDA 201 304, UP India

Tel: +91 120 4 290000 | Fax: +91 120 4683030

Registered Office: 8th, Vasbharti, 86, Nehru Place, New Delhi - 110 019, India

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: January 28, 2022

Dear Nutakki Vijaya Lakshmi,  
D No: 3-122A, main road, 3rd block china ogirala, Vuyyuru,  
Andhra Pradesh, India, 521245

Dear Nutakki Vijaya Lakshmi,

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On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

N. Vijaya Lakshmi HCL Confidential

N. Vijaya Lakshmi  
HCL

## 5. Chalapati Leela Mani Kumari

December 11, 2020

Ms. Chalapati Leela Mani Kumari

Akunuru,

521245,

Ph.No:9685742312

Dear Chalapati Leela Mani Kumari

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 are sure that your career will never standstill, 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 corner stones 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,

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

Signature Not Verified

Ms. Chalapati Leela Mani Kumari

Akunuru,

521245,

Ph.No:9685742312

Dear Chalapati Leela Mani Kumari ,

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

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **11-Jan-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 contractor or otherwise."*

### Training

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

### Probation and Confirmation

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

### Leave

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

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

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

### Increments and Promotions

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

### Transfer

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

### Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope

e, terms and conditions of your employment, the necessary training and the contractual obligation towards Infosys from the date of your joining and upto a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

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

### **Passport and Driving License**

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

### **Compensation and Benefits**

#### **Salary**

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

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

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **4,00,000** per annum.

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

### **Notice Period**

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

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

### **Background Checks**

The Company may, at its discretion conduct background checks prior to or after you are expected to join to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal

checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

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

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

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

### **Other Terms and Conditions**

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

edateofjoining.

WewelcomeyoutotheInfosysfamilyandwishyouarewardingcareerovertheyearstocome.

Yourssincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Ihaveread,understoodandagreeothetermsandconditionsassetforthinthisofferletter.Date: \_\_,20\_\_

\_\_\_\_\_  
Signyourname

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

SignatureNotVerified

Digitally signed by Richard LoboDate:2020.12.1110:57:48IST

Reason: Digitally SignedLocation:Bangalore

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys  
AvenueElectronics City,  
Hosur RoadBangalore 560  
100, India

T 91 80 2852 0261

F 91 80 2852 0362

askus@infosys.com

www.infosys.com

## ANNEXURE - I

(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Chalapati Leela Mani Kumari			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</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)				136
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</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	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



# 6. Katuri Anil



## LETTER OF OFFER

July-07<sup>th</sup>-2022  
Hyderabad.

Dear Mr. Anil,

This has reference to the discussion, we are pleased to offer you the position of **Graduate Engineer- Trainee** based at **Hyderabad**.

As discussed, and agreed with you, your entitlements are given below during the first year of your services and will be effective from the joining date:

1. **Salary:** The total Annual Salary (CTC) will be **3,00,000/-**. Detailed salary breakup is provided in the Annexure - A.
2. **Effective Date of Appointment:** This appointment will be effective from the date of your reporting on duties on or before **August 16<sup>th</sup>, 2022**.
3. **Responsibilities:** Your responsibility will be assigned from time to time by the management.
4. **Probation Period:** Your appointment is subject to your serving a probationary period of Six Months on satisfactory completion of probation period you will be eligible for confirmation in your present position.
5. **Training:** You will be undergoing Training for 78 Working days on IT Technologies and assessed in Regular Intervals.
6. **Bond:** You need to Sign a Bond for 18 Months regarding the Minimum duration of your association with the company.
7. **Resignation:** You shall give 2 month's notice in case you decide to resign from the company after 18 Months of service.

On Date of your joining you need to bring the following documents (Original\*\* & Xerox):

1. Four passport size photographs.
2. Aadhar Card, PAN Card, Voter ID / Driving License.
3. All educational certificate's (Technical Courses Certificates) also.

The detailed letter of appointment will be issued to you after your joining in the company.

**ACCEPTANCE:** Please confirm in writing your acceptance of this offer and condition by signing the enclosed copy of this letter and return it the company by Mail / Hard copy.

Thanking you,

**For Proclink Consulting Services LLP**

DIPAL  
SURESHB  
HAI PATEL  
Digitally signed by  
DIPAL  
SURESHBHAJ  
PATEL  
Date: 2022.07.07  
23:02:32 +05'30'  
**Authorized Signatory**

**Acceptance - Katuri Anil**

**Annexure - A**

Name: Anil. K		Designation : Graduate Engineer - Trainee	
<b>CTC</b>	<b>25,000</b>		<b>3,00,000</b>
Basic	7,500		90,000
HRA	3,000		36,000
Leave Travel Allowance (LTA)	750		9,000
Other Allowance	10,964		1,31,568
Advance Statutory Bonus	625		7,500
<b>Gross Salary ( A )</b>	<b>22,839</b>		<b>2,74,068</b>
<b>Employer Contribution</b>			
Provident Fund	1,800		21,600
Gratuity*	361		4,332
<b>Total ( B )</b>	<b>2,161</b>		<b>25,932</b>
<b>Total CTC ( A + B )</b>	<b>25,000</b>		<b>3,00,000</b>
<b>Employee Contribution</b>			
Provident Fund	1,800		21,600
Professional Tax	200		2,400
<b>Total ( C )</b>	<b>2,000</b>		<b>24,000</b>
<b>Take Home Salary ( A - C )</b>	<b>20,839</b>		<b>2,50,068</b>


\* Gratuity is payable as per the provisions made under the Gratuity Act if & when eligible.

\*\* Note: All the Certificates / Documents Original copies will be returned back on the same day of Joining after Verification.

\*\*\* Once your services are confirmed you will be eligible for Group Medclaim Insurance. The coverage will be of Rs. 7,50,000 per annum, for self, spouse & maximum of two children.

\*\*\*\* The tax liability, if any, including income tax, arising on your compensation will be your personal liability & will be governed by the tax laws of the country wherein your services are provided. The compensation mentioned in the breakup spread sheet is provided for understanding only. The company reserves the right to deduct tax at source from any component of your compensation & take such other actions as required by applicable law.

# 7. Veeranki Tulasi

 <b>EMPLOYING EDUCATION - ENABLING DREAMS</b>		<b>VARSIY EDUCATION MANAGEMENT PRIVATE LIMITED</b> PLOT NO:80,SRI SAI PLAZA,AYYAPPA SOCIETY,MADHAPUR HYDERABAD,TELANGANA- 500081	
Payslip for the Month of Aug2023			
Employee Code	BZA353028	Payable Days	31
Employee Name	Veeranki Tulasi	Paid Days	31
Designation	Branch Accountant	Paid Days Arrears	0
Department	Accounting	Date Of Birth	12/Oct/1999
Bank Name	Kotak Mahindra Bank	Joining Date	13/Apr/2022
Bank Account No	9346242921	P.F. No	GRGNT00581500000015489
Location	VIJAYAWADA	UAN No	101717709309
PAN No	CBYPT3633F	ESIC No	6209550373
Earnings	Current Month	Deductions	Current Month
Basic	5000	Provident Fund	687
House Rent Allowance	3750	ESIC Deduction	86
Bonus under the Bonus Act	1875	Other Deduction 2	40
Special Allowance	807		
<b>Total Gross:</b>	<b>11432</b>	<b>Total Deductions:</b>	<b>823</b>
<b>Net Take Home Salary : Rs. 10609 ( Rs. Ten Thousand Six Hundred Nine Only )</b>			
"This is a computer generated statement and does not require any signature or stamp."			

# 8.Sakhamuri Venkata Sujitha

Date:17/01/2023

To  
SakthamuriVenkataSujitha(Code:CAN521588)

## ProvisionalOfferLetter

We are pleased to offer you employment in our organization at Randstad Technologies Pvt. Ltd as **ProcessExecutive**. Your services are being deputed to **NVIDIA GRAPHICS PRIVATE LIMITED** on the following terms and conditions:

Your employment will be valid from **19/01/2023**

Your Salary CTC will be INR 289,716.00 per annum (as per Annexure 1) and will be paid out basis your actual joining date.

Your employment is subject to completing our onboarding process, which requires you to:

a. Complete on the Randstad portal: Employee profile form  
Statutory Nomination forms like ESIC, PF, Med claim etc.

b. Upload proof of your documents:  
Government mandated ID proof: Aadhar Card and PAN

Address Proof (Any one): Voters ID, Passport, Driving License, Ration Card etc. Copy of both Educational certificates & Previous employment documents.

Bank Details for Salary processing: Copy of cancelled cheque.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. A detailed appointment letter would be issued to you once you fulfill our employment terms and conditions & upon confirmation of joining duty by the manager.

The next steps for you to log into Randstad Direct, our employee portal to accept this offer.

You will soon receive an email and SMS on your registered number with a link to the online portal and your OTP to login. A User guide is also available to help you complete formalities on/ before your DOJ.

You shall report for work on **19/01/2023**. In case you fail to join the company by the scheduled date, you would be breaching the contract with the company in which case you agree to pay a penalty equal to 1 (one) month's Gross salary to the Company.

Please get in touch with us for any queries. Wishing you the very best!

Your truly,

**For Randstad Technologies Pvt Ltd.**



**Authorized Signatory Balakrishnan S**

**Head - HRSSC**

**Annexure I: Salary Breakup**

Component	Monthly	Yearly
Basic	13,792.00	165,504.00
House Rent Allowance	5,888.00	70,656.00
Statutory Bonus	1,675.00	20,100.00
<b>Gross Salary</b>	<b>21,355.00</b>	<b>256,260.00</b>
Employer's Contribution to EPF	1,655.00	19,860.00
Insurance	995.00	11,940.00
EDLI	69.00	828.00
PF ADMIN	69.00	828.00
<b>CTC (Cost to the company)</b>	<b>24,143.00</b>	<b>289,716.00</b>
Employee's Contribution to EPF	1,655.00	19,860.00
Total Deduction	1,655.00	19,860.00

Nettakehome=(Grosssalary-Totaldeduction)	19,700.00	236,400.00
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- \* Incometax,Professionaltaxand LWFasapplicablewillbededucted.
- \* Allthetaxes willbedeductedas applicablebylaw.Yoursalaryisstrictlyconfidential.

**ForRandstadTechnologiesPvtLtd.**



**Authorized SignatoryBalakrishnanS**

**Head -HRSSC**

## 9.Valluru Rasiveni

**LetterofIntent-ValluruVeni-Ref.No.:9613431**

1message

<careers@wipro.com>Wed,11Mar2020at12:05pmTo:rasivenivalluru634@gmail.com

Period	Scholarship	ESI	ConsolidatedScholarship*(INRpm)
<b>FirstYear</b>	<b>15000</b>		

<b>Second Year</b>	<b>17000</b>	<b>553</b>
<b>ThirdYear</b>	<b>19000</b>	<b>618</b>
<b>FourthYear</b>	<b>23000</b>	<b>0</b>

(\*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies asrequiredundertherelevantlawsincludingcontributionsunderEmployeesStateInsuranceCorporationAct(at0.75% of yourScholarship) asandwhenapplicabletoyou.Suchcontributions,taxes, dues and levies where required, shall be deducted from your Scholarship and benefits accordingtoapplicable laws and regulations.

Kindlynotethisletterofintent,ifaccepted,shallbefollowedbyaletterofappointmentfromus.

Please confirm your interest to receive the offer of appointment by accepting the contents of thiscommunication within 15 calendar days. Your communication of interest is a precondition to theissuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer.YOURSSINCERELY,

**FORWIPRO  
LIMITEDSUNILKALACHAR**

**GENERALMANAGER-TALENTACQUISITION**

Theinformationcontainedinthiselectronicmessageandanyattachmentstothismessageareintended for the exclusive use of the addressee(s) and may contain proprietary, confidential orprivileged information. If you are not the intended recipient, you should not disseminate, distribute orcopy this e-mail. Please notify the sender immediately and destroy all copies of this message and anyattachments. **WARNING:** Computer viruses can be transmitted via email. The recipient should checkthis email and any attachments for the presence of viruses. The company accepts no liability foranydamagecaused by any virus transmitted by this email.

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

## 10.Toleti Usha

14-12-2022

### OFFER LETTER

Dear Mr.Usha Toleti Congratulations!!!

We are pleased to offer you an Employment with M/s. SVADHA PROJECTS., as a Marketing and your date of joining is 15-12-2022 based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

- You will be design at edas Marketing and will be based at our SVADHA PROJECTS.
- Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you in due course after completing all verifications of references provided by you and hence this offer letter does not give you the employee status of our company.
- You will be on probation for a period of Six(6) months from the date of joining.
- You will be paid Annual Salary CTCRs.2,16,000.00/-

In the mean while, you are requested to take necessary steps to join our company at the earliest. Please bring along the below listed documents / details wherever applicable, on your day of joining.

- Date of Birth proof certificate (Copy of passport/birth certificate/S.S.C)(Two Copies)
- Original Academic Certificates (all from 10<sup>th</sup> to Highest) along with one set of copy.
- Original Resignation Letter with acknowledgement.
- Relieving letter from previous employer(Original).
- Address Proof (Copy of Passport/Electricity Bill/Ration Card or Telephone Bill).
- Identity Proof which will include Driving License/PanCard/Passport/Voterscard.
- Three passport size photographs (Recent)
- Two references (other than politicians).
- 3 months Bank Statements & Pay slips

We request you to acknowledge as token of acceptance of this employment offer. Looking forward to along and mutually beneficial career with us.

Please confirm date of joining by return mail. Regards

For SVADHA PROJECTS

Authorized Signature

### SALARYBREAKUPDETAILS

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Basic	7,200.00	86,400.00
Conveyance Allowance	1,600.00	19,200.00
HRA	3,600.00	43,200.00
Medical Allowance	1,250.00	15,000.00
Special Allowance	4,350.00	52,200.00
<b>TOTAL EARNINGS (A)</b>	<b>18,000.00</b>	<b>2,16,000.00</b>
<b>DEDUCTIONS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF Employee	864.00	10,368.00
ESI Employee	135.00	1,620.00
<b>TOTAL DEDUCTIONS (B)</b>	<b>999.00</b>	<b>11,988.00</b>
<b>TOTAL (A-B)</b>	<b>17,001.00</b>	<b>2,04,012.00</b>
<b>OTHERS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF - Employer	864.00	10,368.00
ESI Employer	585.00	7,020.00
<b>OTHERS TOTAL</b>	<b>1,449.00</b>	<b>17,388.00</b>
<b>TOTAL</b>		<b>2,21,400.00</b>

# 11.Puttanaveedu Janu

Dear Janu Putthanaveedu,

We are pleased to offer you a position of **Relationship Manager**, at **L1 Level** as per the following terms and conditions.

**1. Place of Posting: Vijayawada.** Your final location would be confirmed at the time of joining. The Company has panIndia operations and hence your posting is transferable. Your scope of work will include but not limited to all the functions related to **Sales, Business Development, Credit and Collections** for the company.

**2. Working hours:** Working hours are from 09:30 AM to 06:00 PM, 6 days per week. However, if the exigency of work demands, you should be prepared for longer work hours to ensure timely completion of assigned tasks.

**3. Probation:** You will be on probation for a period of six months from the date of joining. Upon successful completion of probation your appointment will be confirmed. Your probation may be extended depending on your performance.

## 4. Compensation Package:

**Salary:** As per the structure mentioned below:

Particulars (p.a.)	Amt (Rs.)
Basic Salary	Rs. 180,000
House Rent Allowance	Rs. 90,000
Leave & Travel Allowance	Rs. 20,000
Flexible Allowance	Rs. 67,200
Other Allowances	Rs. 71,200
Provident Fund	Rs. 21,600
<b>Gross Salary</b>	<b>Rs. 450,000</b>
Incentives	Rs. 100,000
<b>CTC *</b>	<b>Rs. 550,000</b>

**\*Insurance is a company paid benefit which is over and above your CTC**

## Allowances:

The Flexible Allowance can be availed either through salary or in the form of reimbursement of food , fuel ,communication through Sodexo multi benefit card (At present this is **Rs. 67,200 p.a.**)

Official travel will be reimbursed subject to the policies of the company governing the same.

## Other Benefits:

You will be entitled to Privilege Leave (PL) of 21 Days per annum, however no such leave is allowed within the first 6 months of joining

You will be entitled to an Incentive which will depend on your performance against targets planned for specific periods and other rules governing the same. (At present performance based incentives for Relationship Manager are pegged at **Rs. 100,000/- p.a**)

You will be covered under the group medical and accident insurance policies of the company

## 5. General:

You are expected to devote your whole time, attention and ability to the interest of the company and show total commitment to its goals.



You will have to maintain absolute secrecy and confidentiality in regard to all the documents and information pertaining to the company and its customers, which you come across in course of your duty.

You will not engage yourself, in any business of your own or any other business/employment.

You are expected to treat these terms of employment confidential.

Breach of any of the above conditions will render you liable for termination of your employment without notice.

Any dispute between you and the company concerning or relating to or arising out of this offer shall be subject to the jurisdiction of and be determined by the court of the competent jurisdiction in Mumbai only.

**6. Notice Period:** Either party shall be entitled to terminate the said employment by giving **2 Months** notice or in-lieu of such notice, a sum equal to the gross salary (excluding Employer's Provident Fund) for the notice period.

**7. Your Date of Joining** shall be **April 1, 2022.**

**8. Acceptance:** Kindly sign the duplicate copy of this letter or send us an email to confirm your acceptance.

**For Home First Finance Company India Ltd.**

A photograph of a handwritten signature in purple ink on a light-colored surface. The signature appears to be 'R. Singh' with a horizontal line underneath the name.

**(Authorised Signatory)**

**I have read the contents of the above offer and accept the same. I will join on \_\_\_\_\_.**

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

(Signature):

## 12. Arepalli Nataraj

**Ref: TCSL/DT20195966426/1377779/Hyderabad**  
**Date: 26 September 2020**

MR. NATARAJAREPALLI  
2-51 Near Saibaba  
Temple, Chalivendrapalem,  
kankipadu, andhra pradesh-521245.  
Tel# 917013218182

### **Sub: Joining Letter**

Dear Mr. Nataraj Arepalli,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **15th October 2020**, your joining location is **Hyderabad**, work location is **HYDERABAD** and your stream is **CSP**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining.**

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

### **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,



**Janardhan S**  
**Global Head - Talent Development**

## 13. Pandi Suresh

Ms. Pandi Suresh

7-12B,Kanumuru

521403,

Ph.No:9856237414

Dear Pandi Suresh,

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. Pandi Suresh  
7-12B,Kanumuru  
521403,  
Ph.No:9856237414  
India

Dear Pandi Suresh,

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

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Bangalore 560 100, India

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**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. Pandi Suresh
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	Mr. Pandi Suresh
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>
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

## 14. Jaya Sri



## 15.Dokku Naga Mallikarjuna Rao

Mr. Dokku Naga Mallikarjuna Rao

7-11, Pamarru  
521105,  
Ph.No:9347562831

Dear Dokku Naga Mallikarjuna Rao ,

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

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askus@infosys.com  
www.infosys.com

Mr. Dokku Naga Mallikarjuna Rao  
7-11,Pamarru 521105,  
Ph.No:9347562831

Dear Dokku Naga Mallikarjuna Rao ,

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

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**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. Dokku Naga Mallikarjuna Rao
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	Mr. Dokku Naga Mallikarjuna Rao
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
<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>				
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

## 16. Tata Sai Prasanna

Ms. Tata Sai Prasanna

11-1B, Vuyyuru -521165,

Ph.No:9392488140

Dear Tata Sai Prasanna ,

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

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askus@infosys.com

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Ms. Tata Sai Prasanna

11-1B, Vuyyuru -521165,

Ph.No:9392488140

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

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**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Tata Sai Prasanna
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</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. Tata Sai Prasanna
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>	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>		

<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

## 17. Oleti Satya Susmitha

MS. Oleti Satya Susmitha  
Vuyyuru,  
Andhra Pradesh, 521165

Tel# 918745789612

### Sub: Joining Letter

Dear Ms. Oleti Satya Susmitha,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **15th October 2020**, your joining location is **Hyderabad**, work location is **HYDERABAD** and your stream is **CSP**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining.**

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

### TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements. The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Next step portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,



**Janardhan S**  
**Global Head - Talent Development**

# 18. Nutakki Veera Venkata SambaSiva Rao

Mr. Nutakki Veera Venkata SambaSiva Rao  
10-270, Vuyyuru- 521165,

Ph.No:9347242217

Dear Nutakki Veera Venkata SambaSiva Rao ,

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

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www.infosys.com



Mr. Nutakki Veera Venkata SambaSiva Rao

10-270, Vuyyuru- 521165,

Ph.No:9347242217

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**

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### **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.

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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**

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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

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**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. Nutakki Veera Venkata SambaSiva Rao
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</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	Mr. Nutakki Veera Venkata SambaSiva Rao
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>	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>		

<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



# 19. Chagantipati Vinay Sai

Mr. Chagantipati Vinay Sai

11-10, Vuyyuru- 521165,

Ph.No:6305654123

Dear Chagantipati Vinay Sai ,

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

Mr. Chagantipati Vinay Sai

11-1.,Vuyyuru- 521165,

Ph.No:6305654123

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

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askus@infosys.com

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**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. Chagantipati Vinay Sai
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</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 DETAILS**  
(All figures in INR per month)

NAME	Mr. Chagantipati Vinay Sai		
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>

(Compensation post Unit allocation)

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
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
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

## 20.Yippili Sravani

MS. Yippili Sravani  
kankipadu,  
Andhra Pradesh,521165  
Tel# 918745789612

### **Sub: Joining Letter**

Dear Ms. Yippili Sravani

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **15th October 2020**, your joining location is **Hyderabad**, work location is **HYDERABAD** and your stream is **CSP**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining.**

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

### **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Next step portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities. We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights! Gear up to experience the future!!

Warm regards,



**Janardhan S**  
**Global Head - Talent Development**

## 21.Kunapareddy Bhargavi

Period	Scholarship	ESI	Consolidated Scholarship* (INR pm)
First Year	15000		

Second Year		17000	553
Third Year		19000	618
Fourth Year		23000	0

(\* )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 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from our Scholarship and benefits according to applicable laws and regulations.

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment. Please log into your [Candidate Desktop](#) to Accept or Decline the offer.

YOURS SINCERELY,

**FOR WIPRO LIMITED SUNIL KALACHAR  
GENERAL MANAGER - TALENT ACQUISITION**

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. **WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. [www.wipro.com](http://www.wipro.com)**

## 22.Arepalli Poojasri

Date: 23.01.2020

To,  
Ms.A.Poojasri,  
Vuyyuru,  
Krishna-521165.

With reference to your application and subsequent interview held on 23.01.2020 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.12000/-per month during the training period.
- 03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.13000/-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)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 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 here by accept the terms and conditions mentioned herein.

Signature

## 23.Modugumudi Vikitha

Date: 23.01.2020

To,

Ms.Modugumudi Vikitha,

Kankipadu,

Krishna-521151.

With reference to your application and subsequent interview held on 23.01.2020 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.12000/-per month during the training period.
- 03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.13000/-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 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

## 24. Pandalaneni Naga Durga

Pandalaneni Naga Durga

Dear Charitha Sri,

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



Pandalaneni Naga Durga  
Vuyyurul, Krishna district,Andhra Pradesh,6-95  
, 521247 India

Dear Pandalaneni Naga Durga,

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 its 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

**Pandalaneni Naga Durga**

Pandalaneni Naga Durga (Aug 26, 202110:09 GMT+5.5)

\_\_\_\_\_  
Pandalaneni Naga Durga

**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**

Charitha Sri Kandru

**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: Pandalaneni Naga Durga**

Pandalaneni Naga Durga

Pandalaneni Naga Durga (Aug 26, 2021 10:09 GMT+5.5)

## 25. Pitta Bhanu Sri

Ref No: 2185841927-Nov-2022

Pitta BhanuSri

DearPitta,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 210,002**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **01-Dec-2022**. Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extensions shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us. Best regards,  
For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,



Shibu Balakrishnan  
AVP-HR

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

Signature:

Date:

Compensation and Benefits

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1382.142857	16,586
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4574	54,888
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	444	5,328
	<b>Annual Gross Compensation</b>		<b>210,002</b>
	<b>Annual Total Compensation</b>		<b>210,002</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	<b>Annual Total Remuneration</b>		<b>229,502</b>

As an associate you are entitled to the following additional benefits:

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage

- Group term life insurance coverage
- Employees' compensation insurance benefits as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

**Leave and vacation:**

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

*Category of Leave*

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

**# Provident Fund Wages:**

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout."

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

**Employee State Insurance (ESI):**

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefit of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

**\* Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

1. Choose from an array of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

**\*\* Advance Statutory Bonus** is in line with the provisions of the Payment of Bonus Act

**Note:**

- Any statutory revision of Provident Fund/ESI contribution or any other similar statutory benefits will result in a change in the net take-home salary. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with the company. We look forward to welcoming you to Cognizant

## **Employment Agreement – Cognizant Technology Solutions India Private Limited**

This Employment Agreement ("Agreement") is made effective as of 27-Nov-2022 between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant," which shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Pitta Bhanu Sri, (Age), residing at \_\_\_\_\_

(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

### **1. Duties and Responsibilities**

- a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

### **2. Place of Employment**

You will be employed at any one of Cognizant's offices as per business requirements. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

### **3. No Alternate Employment, No Conflict, Etc.**

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or adverse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligation that you have with them.

#### 4. Confidentiality

- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

#### 5. Data Protection

By signing below,

- a) you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b) you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c) you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d) you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e) you acknowledge and agree that the Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

#### 6. Work Schedule

- a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.
- b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.
- c) The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.
- d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

#### 7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with

Company policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to a satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

## **8. Compliance with Company Policies**

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and that are not specifically mentioned in this Agreement. The applicable rules/processes/procedures/policies are available on the Company's intranet and you are expected to go through them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or processes, please reach out to your HR talent manager. It is your responsibility to stay informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination of your employment without notice period.

## **9. Non-Compete and Non-Solicit Restrictions**

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

## **10. Representations and Warranties**

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employ in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contractor agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

## **11. Indemnity**

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your

employment or negligent performance of your duties as expected from you while in employment of the Company.

## **12. Business Engagement, Learning and Development and Project Deployment**

In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and upskilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

## **13. Unauthorized Absence**

If you are absent from work for a continuous period of three (3) days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned our employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

## **14. Retirement**

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

## **15. Termination of Employment**

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, embezzlement, misappropriation, misuse or causing damage to the Company's assets/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company
- Violation of non-disparagement obligations
- Conduct regarded by the Company as prejudicial to its own interests or to the interests of its client

## **16. Deputation, Assignment and Transfer**

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation/International Employment Agreement(s) of the specific country, based on the policies of the Company.

## **17. Survival**

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

## **18. Dispute Resolution and Governing law**

The Parties shall make our best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in



addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

## 19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by the Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning the Company, its affiliates and their employees, contractors or clients without the Company's prior written consent, and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto), are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

**Cognizant Technology Solutions India Private Limited**

**Pitta Bhanu Sri**



Shibu Balakrishnan  
AVP-HR

I have read, understood and accept the above-mentioned terms.

**Signature:**

**Date:**

## 26. Amrutha Tirumala Koteswarao Rao

Mr. Amrutha Tirumala Koteswarao Rao  
7-138, Main Road, Katuru  
7-138, Main Road, Katuru-521164  
Krishna district-521164  
India

Ph: +91-6312176355

Dear Koteswara Rao,

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

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Electronics City, Hosur Road  
Bangalore 560 100, India

T 91 80 2852 0261

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askus@infosys.com

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Mr. Amrutha Tirumala Koteswarao Rao  
7-138, Main Road, Katuru  
7-138, Main Road, Katuru-521164  
Krishna district-521164  
India

Ph: +91-6305176355

Dear Koteswara Rao,

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

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**ANNEXURE - I**  
(Compensation during the Training)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. Amrutha Tirumala Koteswarao Rao
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	Mr. Amrutha Tirumala Koteswarao Rao			
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
<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>				
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				

## 27. Perla Suswetha

To,  
Miss.Perla Suswetha

Date:06.08.2022.

HNO :2-121,  
City/Village :Inapuru,  
Post :Inapuru,  
Mandal :Pamidimukkala,  
District :Krishna-521247.  
State :AndhraPradesh.

### Sub:LetterforTraining

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

With reference to your application and discussions had with you, we are pleased to offer you a one-year training in QC Department, at Unit-2, situated at Chippad a Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs. 15000/- per month during your training period.
2. After submit/verification of your M.Sc. - all semesters passed mark memos or provisional certificate you will be paid a stipend of Rs. 16000/- per month from the 1st of the following month.
3. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period. Your training will be terminated, if you are not found medically fit.
4. Training will begin at any one of the departments, branches & manufacturing units of the organization depending on the requirements at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
5. You shall be liable to be transferred/posted to any location, department & unit of the organization, depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules, regulations and other terms applicable at such new place.
6. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
7. After completing your training, the organization at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
8. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act, 1948.
9. This offer of training is based on the information furnished in your application. If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training is liable to be terminated without any notice or any stipend in lieu thereof.
10. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical/personal information, which might come into your possession during continuance of your training in the organization shall not be disclosed, divulged or made public by you even thereafter.

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

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

You shall join training within a week after completion of your final year examination including practical's. You shall bring all the previous marks memo si.e. B.Sc and submit the same at the time of joining for training for verification.

**Wetake this opportunity to welcome you to the organization and wish you good luck.**

Your sincerely,

For DIVI'S LABORATORIES LTD

K.SUBBARAO

GENERAL MANAGER (P&A)

---

**ACCEPTANCE**

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

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

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

Road Map: Vizag to Tagarapuvalasa - Bus available. Tagarapuvalasa to Chippada - Autos available.

:08022248917/927



## 28.Ede Naga Saritha Devi

December 11, 2020

Ms. Naga Saritha Devi

Penamakuru,  
Penamakuru-  
521165India  
Ph: +91-9542866425

DearNaga,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 are sure that your career will never standstill, 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 corner stones 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: 2020.12.11 10:57:48 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

HRD/1000840081/20-21

December 11, 2020

Ms. Naga Saritha Devi Ede No.  
01,  
Penamakuru, Penamak  
uru-521165India

Ph: +91-9542866425

Dear Naga,

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

### **Operations Executive.**

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **11-Jan-2021**.

### **Location**

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

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

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

### **Training**

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

### **Increments and Promotions**

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

### **Transfer**

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

### **Agreement**

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

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

### **Passport and Driving License**

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

## Compensation and Benefits

### Salary

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

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

### Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

### Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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

### Notice Period

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

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

### Background Checks

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

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

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

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you

are unable to do so, the Company will initiate a criminal background check.

## Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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

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

We welcome you to the Infosys family and wish you are 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: 2020.12.11 10:57:48 IST

Reason: Digitally Signed  
Location: Bangalore



# ANNEXURE - I

(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Naga Saritha Devi Ede			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on amonthly basis)				2,580
<b>MONTHLY GROSS SALARY</b>				<b>16,162</b>
<b>2. ANNUAL COMPONENT</b>				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjustingthe advance (95%) paid out on a monthly basis)				136
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>18,581</b>
<b>TOTAL GROSS SALARY</b>				<b>18,581</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	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 / loanallowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loanallowance 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 bedetermined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, theemployee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				



**Mrs.Sathya Charles**

M.A., M.Ed., M.Phil.,  
Founder | Director

58/82, Sthithi Square,  
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0422-4520408  
☎ 98943 15612  
87546 29111  
✉ info@brightst  
shoba@bright  
🌐 www.brightst.

Dear *A. Nataraja*

Date: *11/12/19*

Sub: Offer Letter

We are pleased to offer you the position of *Communicative English* <sup>*Trainer*</sup> that your knowledge, skills and involvement will be among our most valuable assets. <sup>*We trust*</sup>

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.**





**Mrs.Sathya Charles**  
MA, MEd, MPhd,  
Founder | Director

58/82, Sthithi Square,  
Pankaja Mill Road,  
Ramanathapuram,  
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✉ info@brightstarinst.com  
shoba@brightstarinst.com  
● www.brightstarinst.com

Dear S. Suma Sri

Date: 11/12/19

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.**





**Mrs.Sathya Charles**  
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87546 29111

✉ info@brightstarinst.com  
shoba@brightstarinst.com  
● www.brightstarinst.com

Dear P. Pooja

Date: 11/12/19

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.**





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🌐 www.brightstarinst.com

Dear Md. Ibrahim

Date: 11/12/19

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.
- 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.**





**Mrs.Sathya Charles**  
M.A., M.Ed., M.P.S.,  
Founder | Director

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shoba@brightstarinst.com  
🌐 www.brightstarinst.com

Dear Md · Ashfaque

Date: 11/12/19

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**  
M.A., M.Ed., M.Phil.  
Founder | Director

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Dear B. Bhaskar Babu

Date: 11/12/19

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. Teja Kiran

Date: 11/12/19

Sub: Offer Letter

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Dear I. Varginiya

Date: 11/12/19

Sub: Offer Letter

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Dear K. Srinadh

Date: 11/12/19

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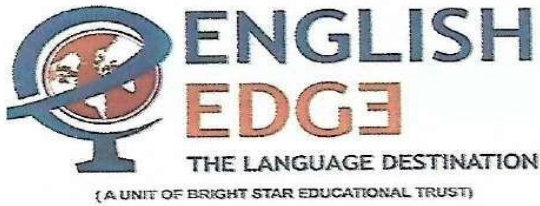
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Dear P. Sai Soniya

Date: 11/12/19

Sub: Offer Letter

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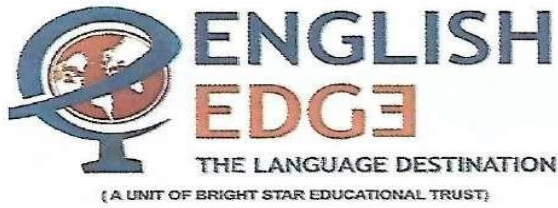
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Dear R. Sai Priya

Date: 11/12/19

Sub: Offer Letter

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Dear E.Naga Saritha Devi

Date: 11/12/19

Sub: Offer Letter

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Dear P. Suswetha

Date: 11/12/19

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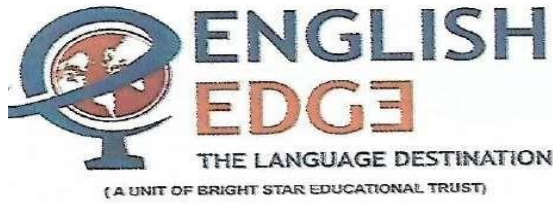
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Dear R. Likitha Sree Archana

Date: 11/12/19

Sub: Offer Letter

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Dear P. Bhanu Sri

Date: 11/12/19

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Dear K. Naga Pushpalatha

Date: 11/12/19

Sub: Offer Letter

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Dear P. Bhavya Sri

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Dear K. Bhargavi

Date: 11/12/19

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Dear Y. Sravani

Date: 11/12/19

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).
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- 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.





**Mrs. Sathya Charles**  
M.A., M.Ed., M.Phil.  
Founder | Director

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Dear N.V.V. Samba Siva Rao

Date: 11/12/19

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 *G. Rama*

Date: *11/12/19*

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. *75000/-* 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. Venkata Siva Naga Lakshmi

Date: 11/12/19

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.

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.

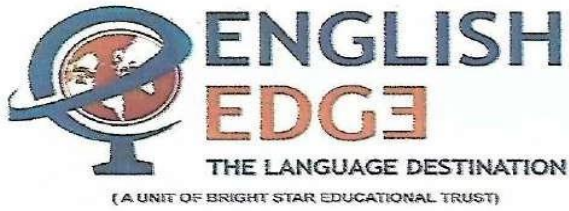
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**Bright Star Educational Institution, Coimbatore.**





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Dear T. Sai Prasanna

Date: 11/12/19

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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Dear T. Venkata Ramana Sai Phanindra

Date: 11/12/19

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. *negotable* 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 T. Kalyan Gurudatta

Date: 11/12/19

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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**Bright Star Educational Institution, Coimbatore.**





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Dear P. Janu

Date: 11/12/19

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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Dear S. Naga Venkata Kavitha Tapaswi

Date: 11/12/19

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**  
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Dear V. Rasiveni

Date: 11/12/19

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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Dear V. Bhavani

Date: 11/12/19

Sub: Offer Letter

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Dear S. Venkata Sujitha

Date: 11/12/19

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.**



Dear G. Lakshmi Prasanna

Date: 11/12/19

Sub: Offer Letter

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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.





## 60. A Keerthana



**Mrs. Sathya Charles**

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Founder / Director  
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Dear A. Keerthana

Date: 11/12/19

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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Dear Shehana Z Begum

Date: 11/12/19

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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- 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.





**Mrs.Sathya Charles**  
M.A., M.Ed., M.Phil.,  
Founder | Director

58/82, Sthithi Square,  
Pankaja Mill Road,  
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✉ info@brightstarinst.com  
shoba@brightstarinst.com  
● www.brightstarinst.com

Dear M. Bajii Lakshmi

Date: 11/12/19

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.
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**HR Assistant**  
**Bright Star Educational Institution, Coimbatore.**





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Dear V. Divya

Date: 11/12/19

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.
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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.**





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Dear V. Yamuna

Date: 11/12/19

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.**





**Mrs.Sathya Charles**  
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Dear K. Rajya Lakshmi

Date: 11/12/19

Sub: Offer Letter

We are pleased to offer you the position of \_\_\_\_\_ We trust  
that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. \_\_\_\_\_ 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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Dear V.Teja Sri

Date: 11/12/19

Sub: Offer Letter

We are pleased to offer you the position of \_\_\_\_\_ that your knowledge, skills and involvement will be among our most valuable assets. We trust

Your Cost to the Company (CTC) would be Rs. \_\_\_\_\_ 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).
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- 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.

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Dear *A. Girija Suma*

Date: *11/12/19*

Sub: Offer Letter

We are pleased to offer you the position of \_\_\_\_\_ We trust  
that your knowledge, skills and involvement will be among our most valuable assets.

Your Cost to the Company (CTC) would be Rs. \_\_\_\_\_ 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.
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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.**





CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

### 1. JOB CODE – BFL\_BFS3028 Prasanth Tota

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

#### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

#### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

#### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

2. JOB CODE – BFL\_BFS3029      Manikanta Parise

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

**CPBFI**



## Job offer letter

**BAJAJ FINANCE LIMITED (BFL)**

**3. JOB CODE – BFL\_BFS3030 Pavan kumar Kondeti**

<b>Company</b>	Bajaj Finance Limited
<b>Job Title</b>	Executive – Credit Operations
<b>Grade</b>	E1
<b>Reports to</b>	Branch Operations Manager
<b>Business</b>	Credit Operations
<b>Location</b>	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

**BAJAJ FINANCE LIMITED (BFL)**

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

4. JOB CODE – BFL\_BFS3031      Ambica devi Pamu

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

5. JOB CODE – BFL\_BFS3032      Gayathri Gudapati

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

## Job offer letter

### BAJAJ FINANCE LIMITED (BFL)

6. JOB CODE – BFL\_BFS3033      Prabhu kumar Jonna

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

#### DUTIES AND RESPONSIBILITIES:

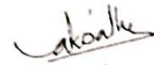
- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

#### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

#### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



BAJAJ FINANCE LIMITED (BFL)

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## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

7. JOB CODE – BFL\_BFS3034 Venkata sai Merapureddy

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

8. JOB CODE – BFL\_BFS3035 Chandrakala Neelam

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:


- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



BAJAJ FINANCE LIMITED (BFL)



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## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

9. JOB CODE – BFL\_BFS3036      Eswar babu Karra

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

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## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

10.JOB CODE – BFL\_BFS3037      Raj kumar Pachigalla

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

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## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

11.JOB CODE – BFL\_BFS3038      Siva sankara prasad Veranki

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

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## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

12.JOB CODE – BFL\_BFS3039      Sateesh Pamidimukkala

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

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## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

13.JOB CODE – BFL\_BFS3040      Raju Kodali

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

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## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

14.JOB CODE – BFL\_BFS3041

Chinthaiah Mamidi

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

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## Job offer letter

**BAJAJ FINANCE LIMITED (BFL)**

**15.JOB CODE – BFL\_BFS3042**

**D.V Siva naga raju Manikonda**

<b>Company</b>	Bajaj Finance Limited
<b>Job Title</b>	Executive – Credit Operations
<b>Grade</b>	E1
<b>Reports to</b>	Branch Operations Manager
<b>Business</b>	Credit Operations
<b>Location</b>	Indore

### **DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### **Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

### **Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

**BAJAJ FINANCE LIMITED (BFL)**



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

16.JOB CODE – BFL\_BFS3043      Omkar Motchu

17.

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

<b>DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>➤ Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.</li><li>➤ Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)</li><li>➤ Daily cash collection / updating and deposition.</li><li>➤ Preparing daily cash collection report and sending the same to HO.</li><li>➤ Providing information on the insurance and other products to walk-in customers.</li><li>➤ Collecting customer feedback about our service and products.</li><li>➤ Reporting of location cash and customer service details on daily basis.</li><li>➤ Cross selling the insurance and other products to walk-in customers.</li></ul>
<b>Skills/Competencies Required:</b> <ul style="list-style-type: none"><li>➤ Should be good in communication skill.</li><li>➤ Good at interpersonal skill.</li></ul>
<b>Expected Remuneration:</b> <p>3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives</p>

BAJAJ FINANCE LIMITED (BFL)



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

18.JOB CODE – BFL\_BFS3044      Hemanth Murala

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



## Job offer letter

### BAJAJ FINANCE LIMITED (BFL)

19.JOB CODE – BFL\_BFS3045 Rama krishna Bana

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

#### DUTIES AND RESPONSIBILITIES:


- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

#### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

#### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

20.JOB CODE – BFL\_BFS3046 Hemanth kumar Kagita

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

22.JOB CODE – BFL\_BFS3055 LAVANYA .BONI

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

21.JOB CODE – BFL\_BFS3056 PALLAVI. VEERLA

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

35.JOB CODE – BFL\_BFS3074      Ruksana Shaik

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

*Ruksana Shaik*

BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

36.JOB CODE – BFL\_BFS3075      Bhuvana chandu Kalapala

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

<b>DUTIES AND RESPONSIBILITIES:</b>
<ul style="list-style-type: none"><li>➤ Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.</li><li>➤ Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)</li><li>➤ Daily cash collection / updating and deposition.</li><li>➤ Preparing daily cash collection report and sending the same to HO.</li><li>➤ Providing information on the insurance and other products to walk-in customers.</li><li>➤ Collecting customer feedback about our service and products.</li><li>➤ Reporting of location cash and customer service details on daily basis.</li><li>➤ Cross selling the insurance and other products to walk-in customers.</li></ul>
<b>Skills/Competencies Required:</b>
<ul style="list-style-type: none"><li>➤ Should be good in communication skill.</li><li>➤ Good at interpersonal skill.</li></ul>
<b>Expected Remuneration:</b>
3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

**CPBFI**



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

**37.JOB CODE – BFL\_BFS3076      Prabhudas Sakshi**

<b>Company</b>	Bajaj Finance Limited
<b>Job Title</b>	Executive – Credit Operations
<b>Grade</b>	E1
<b>Reports to</b>	Branch Operations Manager
<b>Business</b>	Credit Operations
<b>Location</b>	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

23.JOB CODE – BFL\_BFS3058      VIDHYASAGAR.K

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

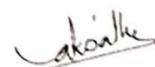
- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



BAJAJ FINANCE LIMITED (BFL)



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

24.JOB CODE – BFL\_BFS3061      Konda swamy Mutyala

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

25.JOB CODE – BFL\_BFS3062      Naveen kumar Loya

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

26.JOB CODE – BFL\_BFS3063      Nagarjuna Pedapudi

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

27.JOB CODE – BFL\_BFS3064      Bharath kumar Dokku

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

28.JOB CODE – BFL\_BFS3066      Kamaleswari Nallagala

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

29.JOB CODE – BFL\_BFS3065      Madhavi Kokkiligadda

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

## Job offer letter

### BAJAJ FINANCE LIMITED (BFL)

31.JOB CODE – BFL\_BFS3067      Salman Abdul

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

#### DUTIES AND RESPONSIBILITIES:

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

#### Skills/Competencies Required:

- Should be good in communication skill.
- Good at interpersonal skill.

#### Expected Remuneration:

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



BAJAJ FINANCE LIMITED (BFL)





## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

32.JOB CODE – BFL\_BFS3068      Munindra babu Kakarla

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

CPBFI



## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

33.JOB CODE – BFL\_BFS3069      Apsar Mohammad

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

<b>DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>➤ Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.</li><li>➤ Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)</li><li>➤ Daily cash collection / updating and deposition.</li><li>➤ Preparing daily cash collection report and sending the same to HO.</li><li>➤ Providing information on the insurance and other products to walk-in customers.</li><li>➤ Collecting customer feedback about our service and products.</li><li>➤ Reporting of location cash and customer service details on daily basis.</li><li>➤ Cross selling the insurance and other products to walk-in customers.</li></ul>
<b>Skills/Competencies Required:</b> <ul style="list-style-type: none"><li>➤ Should be good in communication skill.</li><li>➤ Good at interpersonal skill.</li></ul>
<b>Expected Remuneration:</b> 3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives

BAJAJ FINANCE LIMITED (BFL)

## Job offer letter

BAJAJ FINANCE LIMITED (BFL)

34.JOB CODE – BFL\_BFS3073      Ajay kumar Pagolu

Company	Bajaj Finance Limited
Job Title	Executive – Credit Operations
Grade	E1
Reports to	Branch Operations Manager
Business	Credit Operations
Location	Indore

**DUTIES AND RESPONSIBILITIES:**

- Attending walk-in customers and solving their issues and maintaining 100 % customer satisfaction level.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection / updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-in customers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-in customers.

**Skills/Competencies Required:**

- Should be good in communication skill.
- Good at interpersonal skill.

**Expected Remuneration:**

3 2.10 – 2.30 lakhs pa + monthly performance-based sales incentives



BAJAJ FINANCE LIMITED (BFL)

# Job offer letter

BAJAJFINANCELIMITED(BFL)

## 1. JOBCODE-BFL\_BFS3036 P Siva Leela

Company	BajajFinanceLimited
JobTitle	Executive-CreditOperations
Grade	E1
Reportsto	BranchOperationsManager
Business	CreditOperations
Location	Indore

### DUTIESANDRESPONSIBILITIES:

- Attendingwalk-incustomersandsolvingtheirissuesandmaintaining100%customersatisfactionlevel.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Dailycashcollection/updatinganddeposition.
- PreparingdailycashcollectionreportandsendingthesametoHO.
- Providinginformationontheinsuranceandotherproductstowalk-incustomers.
- Collectingcustomerfeedbackaboutourserviceandproducts.
- Reportingoflocationalcashandcustomerservicedetailsondailybasis.
- Crosssellingtheinsuranceandotherproductstowalk-incustomers.

### Skills/CompetenciesRequired:

- Shouldbegoodincommunicationskill.
- Goodatinterpersonalskill.

### ExpectedRemuneration:

32.10-2.30lakhs+monthlyperformance-basedsalesincentives

BAJAJFINANCELIMITED(BFL)

## Job offer letter

BAJAJFINANCELIMITED(BFL)

2. JOBCODE-BFL\_BFS3029 Hussain Sharif Pathan

<b>Company</b>	BajajFinanceLimited
<b>JobTitle</b>	Executive-CreditOperations
<b>Grade</b>	E1
<b>Reportsto</b>	BranchOperationsManager
<b>Business</b>	CreditOperations
<b>Location</b>	Indore

**DUTIESANDRESPONSIBILITIES:**

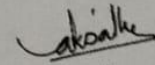
- Attendingwalk-incustomersandsolvingtheirissuesandmaintaining100%customersatisfactionlevel.
- Coordinating with Corporate Office to solve the customer queries within prescribed Turn Around Time(TAT)
- Daily cash collection/ updating and deposition.
- Preparing daily cash collection report and sending the same to HO.
- Providing information on the insurance and other products to walk-incustomers.
- Collecting customer feedback about our service and products.
- Reporting of location cash and customer service details on daily basis.
- Cross selling the insurance and other products to walk-incustomers.

**Skills/CompetenciesRequired:**

- Should be good in communications skill.
- Good at interpersonal skill.

**ExpectedRemuneration:**

32.10-2.30lakhspa+monthlyperformance-basedsalesincentives



BAJAJFINANCELIMITED(BFL)

**104.K.Prasanna**

**SRI SRINIVASA DEGREE COLLEGE, VUYYURU**

(Sponsored by VIDYARANYA EDUCATIONAL SOCIETY)

No: KU / Aff / SSSDC / S4 / SNDC / 2002 – 2003

(Affiliated to Krishna University)

VUYYURU – 521 165, Krishna Dt.

**Date : 30-10-2023**

**SERVICE CERTIFICATE**

This is to certify that **Mr/Ms. K. PRASANNA** working as a **Teacher** in **SRI SRINIVASA DEGREE COLLEGE, VUYYURU** since October 2021. During the period this is for kind information. She is doing duties very sincerely.



  
**PRINCIPAL**

PRINCIPAL  
Sri Srinivasa Degree College  
VUYYURU - 521 165.



**PARISE RAJESWARI**

**Global Id : 5906-00831**

**Function : Front Office**

**Office Type : Edupugallu-School**

**Division : Vijayawada**

**Contact No : 9502893721**

106.Ramya





**107.K.Trinath**



**SayaS Pharma**



**KODALI:-TRINADH**

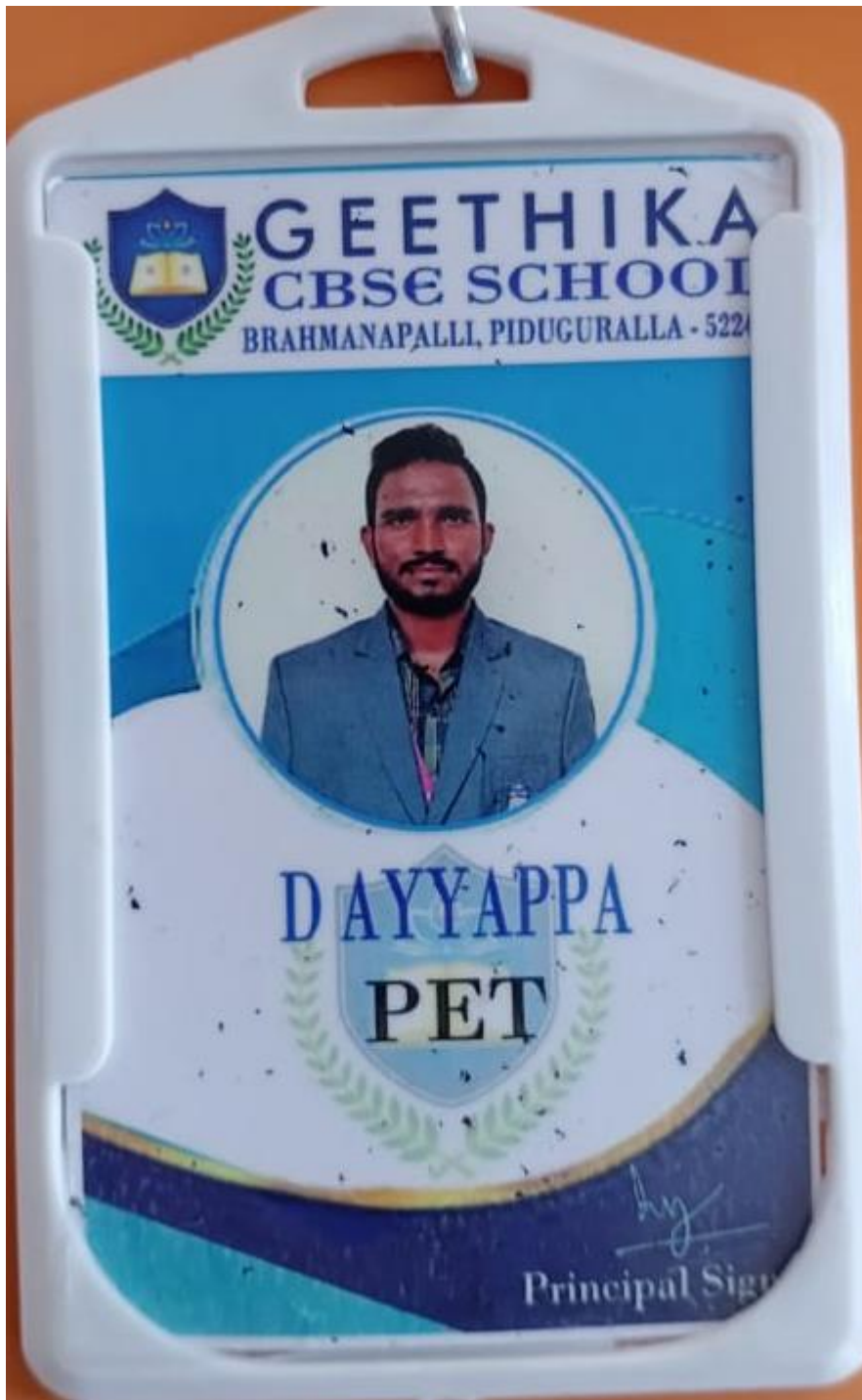
**BUSINESS EXECUTIVE**

**PH:-7661818744**

**AREA:- KANKIPADU**

SCF-331, 1ST/2ND, Motor Market, Manimajra  
Chandigarh - 160101, India

108.D.Ayyappa



**GEETHIKA**  
**CBSE SCHOOL**  
BRAHMANAPALLI, PIDUGURALLA - 5224



**DAYYAPPA**  
**PET**

*Dayyappa*  
Principal Sign



**NSPIRA**<sup>®</sup>  
Management Services Pvt. Ltd.



**BANDI SOWMYA SRI**

**Global Id : NSP7111391**

**Function : Front Office Executive**

**Office Type : School**

**Location : Vijayawada**

**Contact No : 9553556863**

**110. G.Venkata Ramana**





# SB BIOTECH

Admin. Office :  
D.No.4-28/3, J.P. Road, Pedamiram,  
Bhimavaram - 534204, W.G.Dt. A.P.

E-mail: sbbiotech@yahoo.com

Ref.....

Date 09.10.2023.....

TO

Mr. G.SANDEEP,  
S/O G.CHINNA SUBBA RAO,  
D.NO.8-60A,  
HANUMANTHAPURAM VILLAGE,  
PAMIDIMUKKALA MANDAL,  
KRISHNA DT.,  
ANDHRA PRADESH -521246  
[sandeepgurvindapalli7@gmail.com](mailto:sandeepgurvindapalli7@gmail.com)  
Mobile No: 6302332613

## Sub: Letter of offer – Reg.

Dear Mr. G.SANDEEP,

Further to you submitting your Resume and Personal discussion with undersigned & Mr.V.Thiyagarajan, Head Marketing, we are pleased to offer you placement in our company as **Junior Sales Officer** under the following conditions from **10.10.2023**,

### 1. Basic Salary:

Your Consolidated salary is **Rs. 15,000/-** per month.

### 2. Allowance:

TA- Rs.3-00/- per Km(supporting with original fuel bills)

DA-Will provide after 6 months based on performance

Daily Travel Limit up to 60km/day

Mobile phone Allowance-Rs.500/month(supporting bill)

### 3. Probation:

You are required to serve a probationary period of One Year after which your service will be confirmed subject to satisfactory performance. The probationary period may be extended or shortened at the absolute discretion of the Company.



# Sandhya Aqua Exports Pvt Ltd

Kurumaddali Village, Pamarru - 521 157 Krishna Dist.A.P.INDIA

Ph: +91-7287988881 E-mail: sandhyaaquapamaru@gmail.co

## STAFF IDENTITY CARD



**B SRIKANTH**

Employee Code : SAE/B047  
F/H Name : Narasimha Rao  
Date of Birth : 21.11.1999  
Blood Group :  
Designation : Online QC

*[Signature]*  
Managing Director

Address :  
Pamarru, Pamarru  
Krishna Dist, AP

**113.P.Pooja**



# 114.T.N Venkata Navya Durga Bhavani

December 15, 2020

Ms. T.N Venkata Navya Durga Bhavani  
vuyyuru,  
521165,  
India  
Ph: +91-9745861258

Dear T.N Venkata Navya Durga Bhavani

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 learning ability, 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: 2020.12.11 10:57:48 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

HRD/1000840081/20-21

December 11, 2020

T.N Venkata Navya Durga Bhavani  
Penamakuru, Penamak  
uru-521165 India

Ph: +91-9542866425

Dear T.N Venkata Navya Durga Bhavani,  
Congratulations! We are delighted to make you an offer as **Operations Executive-Trainee** and your role is

**Operations Executive.**

Here are the terms and conditions of our offer:

**Joining Your scheduled date of employment with us will be 11-Jan-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 contractor or otherwise."*

**Training**

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

**Probation and Confirmation**

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

**Leave**

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

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

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

**Increments and Promotions**

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

### **Transfer**

Your services can be transferred to any of our units/departmentssituatedanywhereinIndiaorabroad. Atsuchtimecompensation applicabletoaspecificlocationwillbepayabletoyou.

### **Agreement**

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

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

### **Passport and Driving License**

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

### **Compensation and Benefits**

#### **Salary**

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

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

#### **Ex - Gratia / Bonus**

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

#### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children upto the age of 22 years) with a cover of **INR 4,00,000** per annum.

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

### **Notice Period**

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

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

### **Background Checks**

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

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

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

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

### **Other Terms and Conditions**

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you are 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

SignatureNotVerified

Digitally signed by Richard Lobo  
Date: 2020.12.11 10:57:48 IST

Reason: Digitally Signed  
Location: Bangalore

## ANNEXURE - I

(Compensation)

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Ms. Naga Saritha Devi Ede
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
<b>MONTHLY GROSS SALARY</b>	<b>16,162</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)	136
--	-----

### 3. RETIRAL BENEFITS

PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>18,581</b>
<b>TOTAL GROSS SALARY</b>	<b>18,581</b>

### OTHER BENEFITS

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	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

# 115.Matta Bharani

BBB N: 033901



THE KARUR VYSYA BANK LIMITED  
HUMAN RESOURCES DEPARTMENT  
CENTRAL OFFICE, ERODE ROAD  
KARUR – 639001, Tamil Nadu

Ph- 04324 –226520, Extn.269465/67/73/75 Email:recruitment@kvbmail.com  
CIN:L65110TN1916PLC001295

HRD/DIRECT\_RECT\_BSS CTC/L1/4992/2023

04/03/2023

Mr. Matta Bharani  
2 -31/ B, 2 Block Gandigunta, Vuyyuru Mandal,  
Krishna-521165,  
Andhra Pradesh  
E-Mail: mattabharani@gmail.com  
Mobile: 8328530463  
Appl. Id: 188662



## SUB: OFFER OF APPOINTMENT

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

### 1. Commencement of Employment:

You will be designated as **BRANCH SALES&SERVICE EXECUTIVE**. As part of the joining process, you are advised to report on **13/03/2023** at the below mentioned address for Seven days Residential Induction Training. (Please refer Annexure for further details).

**TVS Training and Services**

**No : 61, Reddy Street, Vanagaram Main Road, Athipattu,  
Ambattur Industrial Estate, Chennai-600058.**

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on **20/03/2023** at our **Buddam** Branch. (Address mentioned below)

**The Karur Vysya Bank Ltd,  
216 High Way Bapatla - Vellaturu Road,Buddam Village, Karlapalem Mandal,  
Guntur - 522111, AP**

This offer is subject to medical fitness, as per the applicable conditions mentioned below:

- You should produce Fitness certificate from any of the registered Medical Practitioners and also submit a self-declaration on fitness in the format attached.
- At later stage (within six months from date of joining), Bank reserves the right to initiate necessary medical examination on any of the selected candidates through Bank's empaneled doctor, cost associated with the same shall be borne by the Bank. If the results of the tests are found to be un-satisfactory, Bank can initiate necessary action as deemed to be fit.



## 116. Pedasan Sai Venkata Siva Uttej

*Dear Siva,*

*Congratulations!!!*

*Greetings from Brane Enterprises Pvt Limited!!!*

*Please find enclosed the initial offer letter and detailed CTC break up for your reference.*

*We request you go through the offer letter in detail and send your acceptance by responding to this email on or before 21<sup>st</sup> July 2023*

*If you have any doubt about the offer letter, kindly call me at 8008800981.*

*At the time of onboarding Medical insurance details will be updated and it's not part of your CTC.*

*Regards*

*Durgesh Shrotri*

*8008800981*

*\*\*\*\*\*CONFIDENTIALITY NOTICE\*\*\*\*\**

*The contents of this email message, and any attachments therein, are intended solely for the addressee(s). They may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by replying to the*



## 117. Potharlanka Sai Manvitha

LetterofIntent-Potharlanka Sai Manvitha

**-Ref.No.:9135832**

1message

<careers@wipro.com>

Wed, 11 Mar 2020 at 12:0

5pm To: saimanvitha12@gmail.com

Period	Scholarship	ESI	ConsolidatedScholarship*(INRpm)
FirstYear	15000	488	15,488/-

Second Year	17000	553
ThirdYear	19000	618
FourthYear	23000	0

(\*)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 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations. Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us.

Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days. Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your [Candidate Desktop](#) to Accept or Decline the offer. YOURS SINCERELY,

**FOR WIPRO  
LIMITEDSUNIL  
KALACHAR**

GENERAL MANAGER-TALENT ACQUISITION

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. [www.wipro.com](http://www.wipro.com)



## 118. Badde Ramya Priya

MS. Badde Ramya Priya  
kankipadu,  
Andhra Pradesh, 521151.  
Tel# 919856741265.

### **Sub: Joining Letter**

Dear Ms. MS. Badde Ramya Priya

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **15th October 2020**, your joining location is **Hyderabad**, work location is **HYDERABAD** and your stream is **CSP**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining.**

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

### **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Next step portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,



**Janardhan S**  
**Global Head - Talent Development**

# 119. Kollipara Ramya

MS. Kollipara Ramya  
Thotlavalluru,  
Andhra Pradesh, 521163.  
Tel# 919555241653.

## **Sub: Joining Letter**

Dear Ms. MS. Kollipara Ramya

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **15th October 2020**, your joining location is **Hyderabad**, work location is **HYDERABAD** and your stream is **CSP**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining.**

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.

## **TCS Xperience Program**

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Next step portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.

We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,



**Janardhan S**  
**Global Head - Talent Development**

**120.Md.Shabana**



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

## APPOINTMENT ORDER

Name of the Applicant : Md. Shabana  
S/o d/o w/o : Md. Rafi  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 18-10-1996  
Age : 24  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020

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

# 121.Malla Krishna Priya



## Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER


Name of the Applicant : M. Krishna Priya  
S/o d/o w/o : M. Venkateswara Rao  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 05-05-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020

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.

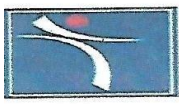
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 122.Cheedella Sravana Sandhya



**Sri Chaitanya School**  
**Techno Curriculum**

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : Ch. Sravana Sandhya  
S/o d/o w/o : Ch. Subba Rao  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 14-08-1997  
Age : 23  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020

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

## 123. Kocherla Naga Lakshmi



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : K. Nagalakshmi  
S/o d/o w/o : K. Mani Kumar  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 15-02-1997  
Age : 23  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/- 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: Feb, 2020

At: GOSALA

  
Appointment Authority

### CERTIFICATE OF ACCEPTANCE

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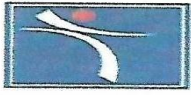
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 124. Kanagala Kranthi Priya



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : K. Kranthi Priya  
S/o d/o w/o : K. Subba Rao  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 16-12-1997  
Age : 23  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020

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

## 125. V N Veera Venkata Sowjanya



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : V. N. V. V. Sowjanya  
S/o d/o w/o : V. Gopala Rao  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 12-07-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020

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



## 126. Gona Katvayini



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : G. Katvayini  
S/o d/o w/o : G. Naganjaneyulu  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 09-07-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020

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.

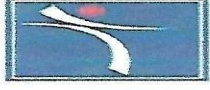
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 127. Paladugu Srujana



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : P. Srujana  
S/o d/o w/o : P. Tirumala Rao  
Qualification : M.Sc  
Department / Designation : Computer Science  
Date of Birth : 04-04-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020**

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

## 128. Chakka Devalatha

### **SRI SRINIVASA DEGREE COLLEGE, VUYYURU**

(Sponsored by VIDYARANYA EDUCATIONAL SOCIETY)

No: KU / Affi / SSDC / S4 / SNDC / 2002 – 2003

(Affiliated to Krishna University)

VUYYURU – 521 165, Krishna Dt.

Date : 25-09-2023

### **SERVICE CERTIFICATE**

This is to certify that Mr/Ms. **CHAKKA DEVALATHA (M.Sc Chemistry)** working as a **CHEMISTRY Lecturer** in **SRI SRINIVASA DEGREE COLLEGE, VUYYURU** since October 2021. During the period this is for kind information. She is doing duties very sincerely.



  
**PRINCIPAL**

PRINCIPAL,  
Sri Srinivasa Degree College  
VUYYURU - 521 165.

## 129. Abdul Raheem

Madala Subrahmanyeswara Rao  
Secretary & Correspondent



Sri Viswasanthi  
EDUCATIONAL INSTITUTIONS (P) LTD.  
GANDIGUNTA - VUYURU  
KRISHNA DIST. PIN-521165



**VISWASANTHI**  
Sri Viswasanthi  
EDUCATIONAL SOCIETY  
GANDIGUNTA - VUYURU  
KRISHNA DIST. PIN-521165

DATE: 28/09/2020

### APPOINTMENT ORDER

Mr./Mrs./Ms. Abdul Raheem

S/o / ~~Da~~ Abdul Abusayed has  
been temporarily appointed as Teacher. He/She will be paid a  
consolidated salary of Rs. 26,000 Per month. His /Her continuation in the above said  
post will be based on his/her performance and behavior with students, parents, colleagues and  
management. He/She is required to report to the duty on 02/10/2020

At the time of joining, you are required to submit the following certificate to the office administrator.

- Original certificates related to your academic and professional qualifications.
- Previous service certificate with last pay slip.
- Relieving order from last employer.

At the time of joining, The following documents are to be submitted to the accounts manager of accounts section.

- Xerox copy of the Appointment Order (As per the name in Aadhar Card).
- Xerox copy of Aadhar Card.
- Xerox copy of PAN Card.
- Xerox copy of ICICI and SBI account pass book.
- Xerox copy of Form no 11 and form 12(revised) and form no 12B for account purpose.

You are requested to check thoroughly the spelling, Gender, Date of Birth etc. Before submitting the above documents.

#### Conditions of Service

If you want to leave the job, you have to submit resignation letter one month in advance. If you fail to do so, you have to repay one month salary back to the management.

As the post is a temporary one, your services may be terminated at any time duly following the ~~rules/regulations~~ of the institution.

*M. Subrahmanyeswara Rao*

Secretary & Correspondent

Gandigunta, VUYURU - 521 165, Krishna Dt., Andhrapradesh, INDIA., Ph : 08676 - 232962.

Visit us : [www.sriviswasanthieducation.com](http://www.sriviswasanthieducation.com)

e mail : [director.sriviswasanthi@gmail.com](mailto:director.sriviswasanthi@gmail.com)

## 130. Katuri Naga Sai



Regd. Office & Factory:  
Plot No. 151, S.V. Co-Operative Indl. Estate,  
Village Road, IDA- Bollaram, Sangareddy Dist.  
Telangana, India-502325.  
Ph : +91 8458-279694, 9618020098, 8886058585  
www.rampexlabs.com  
CIN No.: U24239TG2004PTC043271  
Email : admin@rampexlabs.com

05.11.2022

Mr. K. Nagasai,  
S/o. Venkateswara Rao  
H.No. 6-101, Pedasgentipalem,  
Kuchipudi,  
Krishna Dist

Dear Mr. Nagasai,

**Sub: Offer of Employment.**

With reference to the discussions we had, we are pleased to offer you the post "Chemist – ADL" in our organization. Your emoluments will be Rs.3,21,000/- (Rupees Three Lakhs Twenty One Thousand Only).

You will be under probation for a period of six months. A Performance review will be conducted at the end of the training period and a satisfactory performance would determine further continuation of your employment with the company. In the event your performance unsatisfactory, the decision of continuation of employments will rest with the management.

This offer is valid till 4<sup>th</sup> January 2023, and you shall report to duty on or before that date.

Thanking you,

Yours truly,

For Rampex Labs Private Ltd

A handwritten signature in blue ink, appearing to read "D Pattabhi Ramam".

D Pattabhi Ramam  
General Manager - R&D



## 131. Shaik Arif Masuda

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(53)/Unit 02/May'2020/090

12th May'2020

**Mr. Arif Masuda. Shaik,  
S/o. Mr. Abdul Sattar. Sk,  
D.No : 10-184, Near Badesaheb Cheruvu,  
Vuyyuru (Vill & MD), Krishna Dist.**

**Dear Mr. Arif Masuda,**

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 Synth**  
Contract Development & Manufacture

# 132. Mukku Tirupathi

Laurus Labs Limited  
Corporate Office  
2<sup>nd</sup> Floor, Serene Chambers, Road No. 7  
Banjara Hills, Hyderabad - 500034, Telangana, India  
T +91 40 6659 4333, 3980 4333, 2342 0500 / 501  
F +91 40 6659 4320 / 3980 4320



**Mr. M.Tirupathi**  
**S/O M.Prasad**  
**D.No : 1-149**  
**North Valluru (Vill),**  
**Thotlavalluru (MD),**  
**Krishna Andhra**  
**Pradesh , 521165.**

Dear Mr. M.Tirupathi,

**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" department at our Unit-4 facility at Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011 on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees 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 ₹225000/- 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 ₹2,05,000/-.
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. Five passport photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photocopies of Aadhar Card and PAN card
  - f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
  - g. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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,

I accept to the above terms and conditions.

**Dr.C Satyanarayana**

Name:

**Chief Executive Officer**

Date:

## 133. Swarna Neeraja

July 25, 2023

**Ms. Swarna Neeraja**

D/o Srinivasareddy

D.No: 2-122

Pedaogirala, Krishna,

Krishna Dist, Andhra Pradesh

521245 Mobile No:

**Dear Ms. Swarna Neeraja,**

**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



**Name : Ms. Swarna Neeraja**

- 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**

July 25, 2023

Annexure-I

**Ms. Swarna Neeraja**  
**Designation: Junior**  
**Executive Grade : G04**  
**Department: Analytical Research & Development**

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<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

**Name: Swarna Neeraja**

**Annexure- II**

**TERMS & CONDITIONS OF THE EMPLOYMENT**

1. The effective date of joining shall not be later than **September 04, 2023**, 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 be deemed 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.
8. 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 Company.

9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

*N B Sridevi*

**Name: Swarna Neeraja**

15. 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.
16. 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.
17. 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.
18. 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:**

## 134. Gummadi Ammarao

**Laurus Labs Limited**  
**Corporate Office**  
2<sup>nd</sup> Floor, Serene Chambers, Road No. 7  
Banjara Hills, Hyderabad - 500034, Telangana, India  
T +91 40 6659 4333, 3980 4333, 2342 0500 / 501  
F +91 40 6659 4320 / 3980 4320



**Mr. Gummadi Ammarao,**  
**S/O Mr. G. Sri**  
**Ramulu ,**  
**D.No : 1-38,**  
**Kanakavalli (Vill),**  
**Thotlavalluru (MD),**  
**Krishna Andhra Pradesh**  
**, 521165.**

Dear Mr. Gummadi Ammarao,

**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" department at our **Unit-4** facility at **Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011** on the following terms and conditions:

9. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees Only )** per annum Cost to Company (inclusive of all annual and statutory benefits).
10. You will be under **training for a period of one year.**
11. A formal letter of appointment will be issued to you at the time of joining.
12. 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.
13. You are required to sign a separate confidentiality agreement with the company, which will form part of the appointment letter.
14. 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.
15. On clearing M.Sc Exams in First Attempt, we will revise your Salary to ₹225000/- 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 ₹2,05,000/-.
16. You are requested to bring following documents in original at the time of reporting for duty.
  - a. Proof of date of birth /SSC/ HSC certificates stating date of birth
  - b. Original Certificates of your educational qualification and a photocopy of the same
  - c. Five passport photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photocopies of Aadhar Card and PAN card
  - f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
  - g. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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,**

I accept to the above terms and conditions.

**Dr.C Satyanarayana**

Name:

**Chief Executive Officer**

Date:

*C Satyanarayana*

## 135. Jarapala Dhana Balu Naik

Laurus Labs Limited  
Corporate Office  
2<sup>nd</sup> Floor, Serene Chambers, Road No. 7  
Banjara Hills, Hyderabad - 500034, Telangana, India  
T +91 40 6659 4333, 3980 4333, 2342 0500 / 501  
F +91 40 6659 4320 / 3980 4320



**Mr. Jarapala Dhana Balu Naik,**  
**S/O Mr. J.Rama Rao ,**  
**D.No : 2-20,**  
**Thotlavalluru**  
**(Vill),**  
**Thotlavalluru**  
**(MD), Krishna**  
**Andhra Pradesh ,**  
**521165.**

Dear Mr. Jarapala Dhana Balu Naik,

**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" department at our **Unit-4** facility at **Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011** on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees 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.
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  - b. Original Certificates of your educational qualification and a photocopy of the same
  - c. Five passport photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photocopies of Aadhar Card and PAN card
  - f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
  - g. Two passport size photographs of dependents (parents, spouse & children) for Group Medclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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**,

I accept to the above terms and conditions.

A handwritten signature in black ink that reads "C Satyanarayana". The signature is written in a cursive style with a large initial "C".

**Dr.C Satyanarayana**

Name:

**Chief Executive Officer**

Date:



# 136. Koduru Sowjanya

Madala Subrahmanyeswara Rao  
Secretary & Correspondent



Sri Viswasanth  
EDUCATIONAL INSTITUTIONS (Pvt.) Ltd.  
GANDIGUNTA - VUYYURU  
KRISHNA DIST. PIN-521165



**VISWASANTHI**  
Sri Viswasanth  
EDUCATIONAL SOCIETY  
GANDIGUNTA - VUYYURU  
KRISHNA DIST. PIN-521165

DATE: 28/09/2020

## APPOINTMENT ORDER

Mr./Mrs./Ms. K. Sowjanya

S/o / D/o K. Satya Narayana has  
been temporarily appointed as Teacher. He/She will be paid a  
consolidated salary of Rs. 18,000 Per month. His /Her continuation in the above said  
post will be based on his/her performance and behavior with students, parents, colleagues and  
management. He/She is required to report to the duty on 03/10/2020

At the time of joining, you are required to submit the following certificate to the office administrator.

- Original certificates related to your academic and professional qualifications.
- Previous service certificate with last pay slip.
- Relieving order from last employer.

At the time of joining, The following documents are to be submitted to the accounts manager of accounts section.

- Xerox copy of the Appointment Order (As per the name in Aadhar Card).
- Xerox copy of Aadhar Card.
- Xerox copy of PAN Card.
- Xerox copy of ICICI and SBI account pass book.
- Xerox copy of Form no 11 and form 12(revised) and form no 12B for account purpose.

You are requested to check thoroughly the spelling, Gender, Date of Birth etc. Before submitting the above documents.

### Conditions of Service

If you want to leave the job, you have to submit resignation letter one month in advance. If you fail to do so, you have to repay one month salary back to the management.

As the post is a temporary one, your services may be terminated at any time duly following the rules/regulations of the institution.

*M. Subrahmanyeswara Rao*

Secretary & Correspondent

## 137. Galanki Sasi Kumar

**Laurus Labs Limited**  
**Corporate Office**  
2<sup>nd</sup> Floor, Serene Chambers, Road No. 7  
Banjara Hills, Hyderabad - 500034, Telangana, India  
**T** +91 40 6659 4333, 3980 4333, 2342 0500 / 501  
**F** +91 40 6659 4320 / 3980 4320



**Mr. Galanki Sasi  
Kumar,  
S/O Mr.  
G.Venkateswara  
Rao ,  
D.No : 10-20,  
Vuyyuru (Vill),  
Vuyyuru (MD),  
Krishna Andhra  
Pradesh , 521165.**

Dear Mr. Galanki Sasi Kumar,

**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" department at our **Unit-4** facility at **Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011** on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees 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 ₹225000/- 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 ₹2,05,000/-.
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. Five passport photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photocopies of Aadhar Card and PAN card
  - f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
  - g. Two passport size photographs of dependents (parents, spouse & children) for Group Medclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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**,

I accept to the above terms and conditions.



**Dr.C Satyanarayana**

Name:

**Chief Executive Officer**

Date:

## 138. K V Venkata Koteswara Rao

**Laurus Labs Limited**  
**Corporate Office**  
2<sup>nd</sup> Floor, Serene Chambers, Road No. 7  
Banjara Hills, Hyderabad - 500034, Telangana, India  
T +91 40 6659 4333, 3980 4333, 2342 0500 / 501  
F +91 40 6659 4320 / 3980 4320



**Mr. K V Venkata**  
**Koteswara Rao,**  
**S/O Mr. K.**  
**Lakshmana Rao ,**  
**D.No : 9-12,**  
**Vuyyuru (Vill),**  
**Vuyyuru (MD),**  
**Krishna Andhra**  
**Pradesh , 521165.**

Dear Mr. K V Venkata Koteswara Rao,

**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" department at our **Unit-4** facility at **Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011** on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees 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.**
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  - d. Two reference letters from acquaintances other than relatives
  - e. Photocopies of Aadhar Card and PAN card
  - f. Two Group Photograph of your family (Self, Parents, Spouse & Children)

- for coverage under ESI Policy
- g. Two passport size photographs of dependents (parents, spouse & children) for Group Medclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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**,

I accept to the above terms and conditions.



**Dr.C Satyanarayana**

Name:

**Chief Executive Officer**

Date:

## 139. Kolavennu Venkata Rajesh

**Laurus Labs Limited**  
**Corporate Office**  
2<sup>nd</sup> Floor, Serene Chambers, Road No. 7  
Banjara Hills, Hyderabad - 500034, Telangana, India  
T +91 40 6659 4333, 3980 4333, 2342 0500 / 501  
F +91 40 6659 4320 / 3980 4320



**Mr. Kolavennu Venkata**  
**Rajesh,**  
**S/O Mr. K.**  
**Venkateswara Rao ,**  
**D.No : 1-2,**  
**Chinaogirala**  
**(Vill), Kankipadu**  
**(MD), Krishna**  
**Andhra Pradesh ,**  
**521162.**

Dear Mr. Kolavennu Venkata Rajesh,

**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" department at our **Unit-4** facility at **Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011** on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees 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 ₹225000/- 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 ₹2,05,000/-.
  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
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    - c. Five passport photographs
    - d. Two reference letters from acquaintances other than relatives
    - e. Photocopies of Aadhar Card and PAN card
    - f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
    - g. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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**,

I accept to the above terms and conditions.



**Dr.C Satyanarayana**

Name:

**Chief Executive Officer**

Date:

## 140. Gummadi Anil

Laurus Labs Limited  
Corporate Office  
2<sup>nd</sup> Floor, Serene Chambers, Road No. 7  
Banjara Hills, Hyderabad - 500034, Telangana, India  
T +91 40 6659 4333, 3980 4333, 2342 0500 / 501  
F +91 40 6659 4320 / 3980 4320



Mr. Gummadi  
Anil,  
S/O Mr. G. Subba  
Rao ,  
D.No : 11-3,  
Akunuru (Vill),  
Kankipadu (MD),  
Krishna Andhra  
Pradesh , 521163.

Dear Mr. Gummadi Anil,

**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" department at our **Unit-4** facility at **Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011** on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees 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.
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  - c. Five passport photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photocopies of Aadhar Card and PAN card
  - f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
  - g. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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**,

I accept to the above terms and conditions.

C Satyanarayana

Dr.C Satyanarayana

Name:

Chief Executive Officer

Date:

## 141. Thokala Balaji Vara Prasad

Laurus Labs Limited  
Corporate Office  
2<sup>nd</sup> Floor, Serene Chambers, Road No. 7  
Banjara Hills, Hyderabad - 500034, Telangana, India  
T +91 40 6659 4333, 3980 4333, 2342 0500 / 501  
F +91 40 6659 4320 / 3980 4320



**Mr. Thokala Balaji Vara  
Prasad,  
S/O Mr. T. Radha  
Krishna ,  
D.No : 8-1,  
Kankipadu (Vill),  
Kankipadu (MD),  
Krishna Andhra  
Pradesh , 521161.**

Dear Mr. Thokala Balaji Vara Prasad,

**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" department at our **Unit-4** facility at **Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011** on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees 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.**
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  - c. Five passport photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photocopies of Aadhar Card and PAN card
  - f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
  - g. Two passport size photographs of dependents (parents, spouse & children)

for Group Medclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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**,

I accept to the above terms and conditions.



**Dr.C Satyanarayana**

Name:

**Chief Executive Officer**

Date:

## 142. Bale Ravi Teja

**Mr. Bale Ravi Teja,  
S/O  
Mr.B.Ramarao ,  
D.No : 6-1,  
Katuru (Vill),  
Vuyyuru(MD), Krishna  
Andhra Pradesh -  
521165.**

Dear Bale 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" department at our **Unit-4** facility at **Plot No 25, Lalamkoduru, Atchutapuram, Anakapalli District- 531011** on the following terms and conditions:

1. Your gross remuneration will be **₹. 2,05,000 ( Two Lakh Five Thousand Rupees 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.
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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 ₹225000/- 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 ₹2,05,000/-.
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  - a. Proof of date of birth /SSC/ HSC certificates stating date of birth
  - b. Original Certificates of your educational qualification and a photocopy of the same
  - c. Five passport photographs
  - d. Two reference letters from acquaintances other than relatives



- e. Photocopies of Aadhar Card and PAN card
- f. Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy
- g. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.

We request you to join the organization on or before **09-06-2020**. 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**,

I accept to the above terms and conditions.



**Dr.C Satyanarayana**

Name:

**Chief Executive Officer**

Date:

## 143. Chakka Devalatha



### Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

#### APPOINTMENT ORDER

Name of the Applicant : Ch. Devalatha  
S/o d/o w/o : Ch. Purnachandra Rao  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 15-06-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020

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

## 144. Abdul Raheem



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER

Name of the Applicant : Abdul Raheem  
S/o d/o w/o : Abdul Abusayed  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 12-01-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/- 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.

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At: GOSALA

  
Appointment Authority

### CERTIFICATE OF ACCEPTANCE

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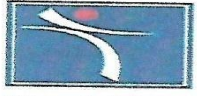
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

# 145.Kuchibhatla Bharathi Rama Lakshmi



## Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

### APPOINTMENT ORDER


Name of the Applicant : K. Bharathi Ramalakshmi  
S/o d/o w/o : K. Adilakshmi  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 05-11-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-Per month in words for a period of one year on probation.

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At: GOSALA

  
Appointment Authority

### CERTIFICATE OF ACCEPTANCE

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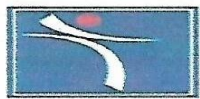
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 146.M.Hema Deepthi



# 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 Deepthi  
S/o d/o w/o : M. Venkateswara Rao  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 09-09-1997  
Age : 23  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-Per month in words for a period of one year on probation.

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At: GOSALA

  
Appointment Authority

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I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

147.Y.lakshmi



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

## APPOINTMENT ORDER

Name of the Applicant : Y. Lakshmi  
S/o d/o w/o : Y. Gopala Krishna  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 17-08-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-Per month in words for a period of one year on probation.

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At: GOSALA

  
Appointment Authority

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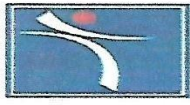
I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

148.D.Divya



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

## APPOINTMENT ORDER

Name of the Applicant : D. DIVYA  
S/o d/o w/o : D. Venkateswara Rao  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 11-11-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/-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: Feb, 2020

At: GOSALA

  
Appointment Authority

### CERTIFICATE OF ACCEPTANCE

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I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

149.A.Vennela



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

## APPOINTMENT ORDER

Name of the Applicant : A. Vennela  
S/o d/o w/o : A. Venkateswara Rao  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 02-12-1998  
Age : 22  
Date of Joining : 05-02-2020

With reference to your Application dated 09-01-2020 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. 14,000/- 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: Feb, 2020

At: GOSALA

  
Appointment Authority

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I hereby promise to join the workshop on:

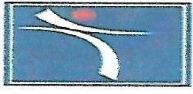
Place :

Date :

Signature of the applicant



**150.K.Keerthi**



# Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

## APPOINTMENT ORDER

Name of the Applicant : K. Keerthi  
S/o d/o w/o : K. Benarji  
Qualification : M.Sc  
Department / Designation : Chemistry  
Date of Birth : 01-04-1997  
Age : 23  
Date of Joining : 05-

With reference to your Application dated 09-01-2020 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. 14,000/-Per month in words for a period of one year on probation.

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➤ You are advised to report to the workshop on: Feb, 2020

At: GOSALA

  
Appointment Authority

### CERTIFICATE OF ACCEPTANCE

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I hereby promise to join the workshop on:

Place :

Date :

Signature of the applicant

## 151. Abdul Jabbar

Ref No:CAN111883



**Mr.ABDUL JABBAR**

D.No:9-189-1,Opp:Police Station ,Musa Veedhi,9 Th Ward ,Vuyyuru,Krishna  
Distic,Pin:521165, Vuyyuru,  
Andhra Pradesh-521165.

**Mob No.: 7095877869**

**SUB: EMPLOYMENT OFFER AS "JUNIOR  
EXECUTIVE"**

Dear **Mr.ABDUL JABBAR** ,

This refers to your application and to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of "**JUNIOR EXECUTIVE**" in the grade of "**COM2**" in our organization on the following terms and conditions.

1. Your Place of Posting will be at our **VUYYURU** located at, 8-132, 1St Floor, Nandini Super Baar, Katuru Road, Vuyyuru, Krishna,MACHILIPATNAM-521165.
2. You will be paid a total remuneration of **Rs.1,90,080/- p.a.**The Break-up of which is enclosed.
3. You will be entitled for Gratuity as per statutory rules.
4. You will be on **probation for a period of six months** effective from the date of joining. On successful completion of probation, your services will be confirmed.
5. You shall produce the following mandatory documents on the date of joining.
  - a) Passport Size Photos-4 nos.
  - b) Copy of Pan card & Aadhaar card(compulsory).
  - c) Copy of Address ID proof.
  - d) Copy of Educational Qualification (Internet copies of the marksheets are not acceptable).
  - e) Relieving & Experience Letter from Current Employer for Experienced Candidates.
  - f) Proof of latest 3 months payslips (If applicable).
  - g) Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
  - h) Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).
6. Candidate with prior experience has to submit proof of UAN and ESI numbers (Previous Employer) mandatorily failing which Employment will not be considered till the submission of the same. You are also requested to submit E-Aadhar details displaying the number clearly in order to validate with UAN/Other Submissions.

The offer is being made on the particular of your qualification, training, experience, age present or

previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you is found to be incorrect, and/or any of the documents/certificates submitted by you is not genuine, your service shall be terminated without any notice pay in lieu of notice or any terminal benefits.

This offer of employment is valid for a period of **30** days only and the above specified documents along with respective original certificates for verification are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation **Mr. PRATAP BABU M-PRODUCT INCHARGE-PRATAP.BABU@SHRIRAMFINANCE.ME(91- 9550383438)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.



**For SHRIRAM FINANCE LIMITED**

**A.GANESH**

**SENIOR VICE PRESIDENT**

**(Accepted)**

Disclaimer: SHRIRAM FINANCE LIMITED do not engage any consultants or agencies for recruitments.

**REMUNERATION DETAILS OF MR.ABDUL JABBAR(JUNIOR EXECUTIVE  
- COM2)**

<b>S.N O.</b>	<b>COMPONENTS</b>	<b>AMOUN T MONTHL Y</b>	<b>AMOUNT YEARLY</b>
1.	BASIC SALARY	6500.00	78000.00
2.	HOUSE RENT ALLOWANCE	2250.00	27000.00
3.	EDUCATION ALLOWANCE	200.00	2400.00
4.	OTHER ALLOWANCE	4050.00	48600.00
	<b>GROSS</b>	<b>13000.0 0</b>	<b>156000.0 0</b>
5.	INSURANCE BENEFITS	250.00	3000.00
6.	PROVIDENT FUND	1290.00	15480.00
7.	BONUS/EXGRATIA	1300.00	15600.00
	<b>CTC</b>	<b>15840.0 0</b>	<b>190080.0 0</b>

**NOTE:**

1. Item on Sr.No. 1 to 4 shall be paid through payroll.
2. Item on Sr.No. 5 shall be towards insurance benefits.
3. Item on Sr.No. 6 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 7 as and when declared.



**For SHRIRAM FINANCE LIMITED**

**A.GANESH**

**SENIOR VICE PRESIDENT**



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)  
 Andhra Pradesh State  
 Skill Development Corporation (APSSDC)  
 District Skill Development Officer (DSDO),  
 Machilipatnam, Krishna District,  
 APSSDC - Machilipatnam,  
 Krishna District.  
 Cell No: 9030964638.



**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 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	SuvarnaBhumi	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	JPGGroup	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	JPGGroup	10000

Yours sincerely

District Skill Development Officer (DSDO)  
 Andhra Pradesh State  
 Skill Development Corporation (APSSDC)  
 Krishna District  
 Machilipatnam

District Skill Development Officer [DSDO],

APSSDC -Machilipatnam,

Krishna District.

Cell No: 9030964638.



**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 13-02-2020 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	A.Arun	SBI CARDS	12000
2	gopinadhkampa	SBI CARDS	12000
3	leclaranivadlapalle	KARVY	10000
4	gopiraju	TEK TEAM SOLUTIONS	10000
5	swathi p	KARVY	10000
6	K.srujan	KARVY	10000
7	Hemanthakula	SBI CARDS	12000
8	gopinadhkampa	KARVY	10000
9	sk .sharief	SBI CARDS	12000
10	k.mounika	SBI CARDS	12000
11	k Mounika	KARVY	10000
12	Gopinadhkampa	SBI CARDS	12000

Yours sincerely

District Skill Development Officer (DSDO)  
 Andhra Pradesh State  
 Skill Development Corporation (APSSDC)  
 APSSDC, Machilipatnam, Krishna District

Krishna District.

Cell No: 9030964638.

## AG &amp; SG SIDDHARTHA COLLEGE OF ARTS &amp; SCIENCE (AUTONOMOUS),

VUYURU: Students Admitted in the Academic Year : 2019-20

Sno	RollNo	Name of The Student	Higher Education	Name of the College
1	19MCS301	Challapalli Hari Chandana	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
2	19MCS302	Merugumala Sushma	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
3	19MCS303	Anne Bindu Madhavi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
4	19MCS304	Athukuri Sai Keerthi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
5	19MCS305	Akunuri Preethi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
6	19MCS306	Pamarthi Poojitha	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
7	19MCS307	Rajulapati Hari Krishna	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
8	19MCS308	T.N VNDurga Bhavani	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
9	19MCS309	Matta Bharani	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
10	19MCS310	P.Rama Krishna Sai	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
11	19MCS311	K.Venkata Ramana	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
12	19MCS312	Pandi Sridevi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
13	19MCS313	Ch S.L Tirupatamma	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
14	19MCS314	Sayed Shabreena Fathima	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
15	19MCS315	P. Sai Venkata Siva Uttej	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
16	19MCS316	Potharlanka Sai Manvitha	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
17	19MCS317	Pothuboyina Manisha	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
18	19MCS318	GVenkata Balakrishna	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
19	19MCS319	Badde Ramya Priya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
20	19MCS320	Narisetti Ramya Kumari	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
21	19MCS321	KL.N.V.V.S.S.Pujitha	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
22	19MCS322	Goriparthi Revathi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
23	19MCS323	Mareedu Haritha Lakshmi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
24	19MCS324	Sonti Manju Bhargavi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
25	19MCS325	Gudapati Haribabu	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
26	19MCS326	Pamula Lakshmi Jhansi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
27	19MCS328	Ijji Kameswari	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
28	19MCS329	Chitturi Anil Kumar	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
29	19MCS330	Kollipara Ramya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
30	19MCS331	Veerla Venkatesh	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
31	19MCS333	Jampana Anitha	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
32	19MCS334	Ramisetti Ramya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
33	19MCS335	Gaddam Sri Kanth	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
34	19MCS336	Karimujji Pravallika	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
35	19MCS337	Penumudi Poojitha	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
36	19MCS338	Vankayalapati Sravya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
37	19CH101	Md.Fahamidunnisa	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE



38	19CH102	Loya Pavani	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
39	19CH103	Goriparthi Sirisha	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
40	19CH104	Mallampati Rajitha	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
41	19CH105	Bandrapalli Pradeep	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
42	19CH106	Kopuri Subba Rao	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
43	19CH107	Juvvanapudi Divya Bharathi	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
44	19CH108	Gottipalli Eswara Rao	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
45	19CH109	Kousu Siva Naga Tulasi	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
46	19CH110	G Naga Veeramma	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
47	19CH111	Uddagiri Venkata Ramu	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
48	19CH112	Kumpati Madhu Priya	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
49	19CH113	Botta Sudhakar Reddy	M.Sc.Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
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