

Students Placements Information UG & PG 2020-21

1. Dear Gousiya Parvin,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

2. K. Devi Venkata Naga Vara Priya,

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Best regards,

Talent Acquisition
Infosys

3. M B Naga Venkata Reshma,

B.Sc., Computer Science
A.G & S.G Siddhartha College Of Arts And Science

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 **251,999/-**. 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 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for 3 months 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 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 focuses 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:

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:

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 Post joining:

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) 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

Name: M B Naga Venkata Reshma **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.8928 57	17,711
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
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

Sl 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

M B Naga Venkata Reshma, 21, 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:

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 your employment.

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.

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.

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.

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.

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.

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.

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.

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.

Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or

b. 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;

c. 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;

d. 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

e. 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.

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.

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.

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.

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.

Termination of Employment

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.

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.

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.

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.

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.

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 M B Naga Venkata Reshma

Sign: _____

Sign: _____

Name:

Name:

4 BATTULA SUMANTH

Address : 1-192A;SAJJA VARI STREET;1ST Ward ;VUYYURU;KRISHNA
;ANDHRA PRADESH-521165
Employee Code : AS585407

Dear BATTULA SUMANTH,

We are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP OFFICER (Grade – E1)** in the **RETAIL LENDING SBB OWRKING CAPITAL SALES** department subject to the following terms and conditions:

1. You are required to join our organization on or before **12-Jan-23** and your place of work shall presently be at **GUDIVADA**

You will be on orientation period till Probationary.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite timeline schedules for completion of various project assignments mutually agreed by our Company, with our esteemed client. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed within the specified tenure, as may be mutually agreed, and reviewed on case-to-case basis by your Reporting authority. Depending on your performance and track record to complete the individual assignments within the definite timeline, fresh tasks for completion shall be assigned/renewed. For employee's joining in government / semi government / RBI guided projects; if under any circumstances the operator ID / criteria fulfilment parameter is suspended / barred / disqualified, then the employee's engagement under this appointment letter will come to an end with immediate effect without any liability except for the legitimate dues payable by Qness.

2. **Your remuneration would be set as follows:**

Salary Annexure (Per - Month)

Particulars	Monthly (Rs)	Annual (Rs)
Basic	5173	62076
House Rent Allowance	2587	31044
Special Allowance	1480	17760
Gratuity	249	2988
Employer PF Contribution	1068	12816
ESIC Employer	374	4488
Mobile Allowance	500	6000
Bonus	1750	21000
Total Amount	13181	158172
Amount In Wrds (Rs)	RupeesThirteenThousand One Hundred Eighty One Only	Rupees One Lakh(s) Fifty Eight Thousand One Hundred Seventy Two Only

Salary and grade offered to you as above is based on the representation made by you during Your interactions with the Company officials and/ or documents submitted by you. In case of any discrepancy, company reserves right to alter/modify/withdraw the offer made to you.

3. Retirement / Statutory Benefits:

You will be Eligible for Retirement Benefits of the organization, Namely Provident Fund and Gratuity as per the company policy.

4. Gratuity :

You will be eligible for payment of Gratuity subject to fulfilment of the payment of Gratuity Act,1972.

5. Incentive Scheme:

You will participate in the Sales Incentive scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. Kindly note that you will not have any right to claim any performance Incentive from the Company if you resign or abscond or if you are separated from the Company for whatsoever reason.

It is further agreed between the company and you that the incentive, payable if any, based on your performance and productivity is in Lieu of any other bonus including bonus based on profits payable under any law.

6. Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date

7. Leave :

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by Competent Authority. No leaves can be taken during probation period. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

8. Unauthorized Leave / Absence :

If you are on unauthorized Leave and absence for more than Five (5) days without any intimation to the Company, then it would be deemed that you are not interested in continuing with the organization and you would be Automatically Ceased to be an employee of the organization, Necessary action in line with Absconding policy will be taken against to you including termination of the services of the Company.

9. Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

10. Professional Ethics and Confidentiality:

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

11. Notice Period:

During the Probation period either party can terminate the services by giving 3 days' notice or Basic salary in lieu thereof at the organization's discretion.

After successful completion of Probation period either party may terminate the employment under this Appointment letter, by issuing 7 days' notice in writing or payment in lieu thereof at the organization's discretion.

You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you are required to complete exit formalities before your Last working day failing which the organization will take necessary actions including Termination from the services. The company will not be liable to pay the F n F settlement in the event of non-completion of exit formalities.

12. Background Verification / Reference Check

Your appointment will be subject to satisfactory reference check/ BGV. The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

13. Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

1. Any breach of the conditions mentioned in this letter on your part;
2. Any incorrect information furnished by you;
3. Suppression of any material information by you; and

4. Your performance level is below the expected level and/or the business target, as set out for you from time to time, has not been achieved by you.
5. Violation of Company's (Client's) Code of Conduct.

14. Change in the Personal Details :

You shall intimate the Company about any change of your residential address (permanent and/or current), mobile no., email ID and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of no intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations, and your employment terms will super cede the terms and conditions mentioned in this letter. The Courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

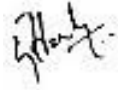
Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions mentioned herein.

A list of documents to be submitted at the time of joining is given for your information.

1. Updated Resume
2. Relieving letter from previous employer
3. Copies of educational qualification certificates
4. Copies of pay slips for last three months
5. Copy of AADHAR card
6. Copy of PAN Card.
7. Address Proof: Driving License /AADHAR Card / Election Card
8. Nomination form 1 under the Payment of Wages Act.
9. Nomination Form 2 under the PF Act.
10. Form XI under the PF Act.
11. Declaration form if applicable under the ESIC Act.
12. 3 nos. Passport size photographs.

W/ look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

W/ warm regards,
For Qness Corp Limited



Tej Hans Raj Singh
Deputy CEO: Qness Staffing Solutions

15. Endorsement

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein. Any other disclaimer as applicable.

Name: BATTULA SUMANTH
Signature:.....

...

Emp Id: AS585407

Place:.....

Date:.....

...

5. Vutukuri Niharika,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

6. Ede Sirisha,

B.Sc., Computer Science
Pb Siddhartha College Of Arts And Science

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 **251,999/-**. 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:

4. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for 3 months 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

5. 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.

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

7. 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 focuses 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:

c) 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.

d) 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:

c) 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.

d) 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 Post joining:

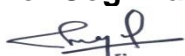
c) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on- the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

d) The Cognizant Internship or the Continuous Skill Development (CSD) 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

Name: Ede Sirisha **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.8928 57	17,711
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
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

Sl 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

4. Choose from a bouquet of allowance or benefits
5. Redefine your salary structure within prescribed guidelines
6. 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

Ede Sirisha, 21, 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:

2. Duties and Responsibilities

d. 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.

e. 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.

f. 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 your employment.

3. 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.

4. 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.

5. Confidentiality

h. 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.

i. 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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.

6. Data Protection

By signing below,

f. 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,

g. 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,

h. 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,

i. 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

j. 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.

7. Work Schedule

e. 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.

f. 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.

g. 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.

h. 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.

8. 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.

9. 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.

10. 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.

11. Representations and Warranties

By signing below,

- f. you warrant that your employment with the Company does not and will not violate or

g. 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;

h. 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;

i. 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

j. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. 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 Ede Sirisha

Sign: _____

Sign: _____

Name:

Name:

7. Chelli Veneela Rani

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

8. Ponnala Kishore,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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Best regards,

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Infosys

9. Shaik Shaheena Begum

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
FoWi

pro
Limited,
 Sunil
Kalachar

This message was sent to Venkatalla217@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=B25220773417&contactId=5361295>

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10. Chalamalasetty Deepthi

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

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11 Gandham Anjaneyulu

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12Padamata Anusha

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13 Ponugumadi Kiran Raju

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

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14 Mekala Veera Malli Babu

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15 Konatham Vijaya Lakshmi

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **ScholarTrainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

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16 Muhammad Afreen

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17 Tumati Gopi Krishna,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

18 Kollipara Pavan Bharadwaj,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

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Infosys

19 Lakshmipuram Mounika,

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20. Arilli Kanaka Durga

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21. Parupudi Pravallika

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[Road Bengaluru 560 035 IND](#)

22. Arepalli Ratnavalli Chandrika,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

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We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

23. Umme Tasneem Firdose,

B.Sc., Computer Science
Pb Siddhartha College Of Arts And Science

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 **251,999/-**. 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:

8. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for 3 months 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

9. 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.

10. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program 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 focuses 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:

e) 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.

f) 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:

e) 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.

f) 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 Post joining:

e) 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.

f) The Cognizant Internship or the Continuous Skill Development (CSD) 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

Name: Umme Tasneem Firdose **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.8928 57	17,711
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
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

Sl 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

- 17 Choose from a bouquet of allowance or benefits
- 18 Redefine your salary structure within prescribed guidelines
- 19 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

Umme Tasneem Firdose, 21, 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:

Duties and Responsibilities

g. 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.

h. 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.

i. 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 your employment.

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.

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.

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.

Data Protection

By signing below,

k. 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,

l. 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,

m. 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,

n. 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

o. 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.

Work Schedule

i. 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.

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.

j. 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.

k. 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.

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.

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.

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.

Representations and Warranties

By signing below,

k. 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;

l. 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;

a. 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

b. 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.

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.

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.

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.

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.

21. Termination of Employment

c. 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.

d. 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.

22. 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.

23. 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.

24. 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.

25. 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 Umme Tasneem Firdose

Sign: _____

Sign: _____

Name:

Name:

24. Sirigineedi Mani Kanta,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

25. Md .Ibrahim

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **ScholarTrainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

FoWipro
Limited,  Sunil
Kalachar

This message was sent to Venkatalla217@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=B25220773417&contactId=5361295>

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[Bengaluru 560 035 IND](#)

26. Naralasetti Pujitha

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

27. Udugula Sandhya

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

FoWipro

Limited,  Sunil
Kalachar

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28. Mahali Bhuvana,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

29. Venna Sai Kumar

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **ScholarTrainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

FoWipro

Limited,  Sunil
Kalachar

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30. Jayavarapu Harikrishna

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **ScholarTrainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

FoWipro

Limited,  Sunil
Kalachar

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<https://wipro.icims.com/icims2/?r=B25220773417&contactId=5361295>

31. Jittu Lakshmi

Dear Lakshmi,

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,

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

Lokendra Sethi
Vice President - Human Resources

EIT SERVICES INDIA PRIVATE LIMITED (Formerly known as Hewlett-Packard GlobalSoft Private Limited) Registered Office: 39/40, Electronics City, Phase II, Hosur Road, Bangalore –

32. ALLA VENKATA SAI ,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **ScholarTrainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

FoWipro

Limited,  Sunil
Kalachar

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33. Kodeboyina Devi Ruchitha

A.G & S.G Siddhartha Degree college of Arts & Science

Dear Kodeboyina Devi Ruchitha

We congratulate you on being selected for our “Graduate Trainee - WILP” program.

This is a customized scholarship and working program that will enable you to obtain an M.Tech degree from Birla Institute of Technology and Science (BITS), Pilani.

On joining, you will be enrolled in our Preparatory program conducted by our Corporate University to prepare you for work in real-time projects. On successful completion of this program, you will be enrolled in the BITS Work Integrated Learning Program (WILP).

During the four-year academic program, you will be entitled to remuneration as detailed below.


Period	Scholarship (INR Per Month)	ESIC (Company Contribution) (INR per month)	Total Remuneration (INR per month)
The first year of Work Integrated Learning Program (WILP)	19000/-	618	19,618/- *
Second-year of WILP	21000/-	683	21,683/-*
	Total Cost to Company (INR Per Annum)		
Third-year of WILP		Rs.3,25,000*	
Fourth-year of WILP		Rs.3,82,000*	

**You will be responsible for payment of all statutory contributions, taxes, dues, and levies as applicable under different Acts, including the ESIC Act.*

You will be required to sign a service agreement for 60 months from the date of joining. Your date of joining will be intimated later. You will receive a formal letter of scholarship/appointment with all the terms and conditions at the time of joining.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com.

Truly yours,

For Hexaware Technologies Limited	Accepted
	Candidate Signature and Date
Monica Mathur Vice President-Asia Pacific Recruitment	Kodeboyina Devi Ruchitha

34 Mr. M Siva Mani

5, Vuyyuru,
Vijayawada-521163,
Andhra Pradesh.
Tel# -9347242298

Dear Siva Mani

Sub: Letter of Offer

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

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

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

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

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

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

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

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

Loans

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

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

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

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Disclaimer

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

3. Training Period

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

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

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

You may please note that in the event of your performance during the ILP falling short of the required

standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

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

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

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent

- Diploma certificate and mark sheets of all semesters

- Degree certificate and mark sheets for all semesters

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

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

20. Initial Training Programme

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

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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

Withdrawal of Offer

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

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

We look forward to having you in our global team Yours

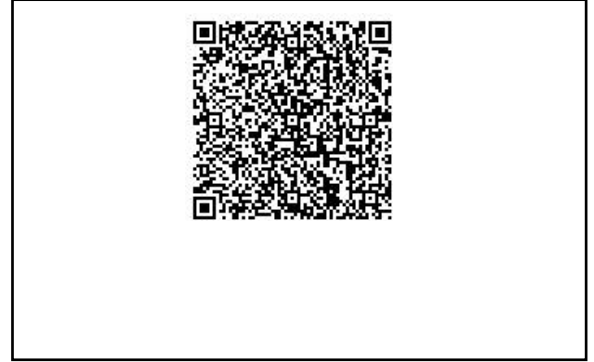
Sincerely,

For TATA Consultancy Services Limited

A handwritten signature in black ink, appearing to read 'K Ganesan', enclosed within a thin black circular border.

K Ganesan

Global Head Talent Acquisition & AIP



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

Name	M Siva Mani
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

Annexure 2

Regional Offices

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

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

- Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- Customer and prospective customer lists, and
 - All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.

2. Retainer/Consultant's Obligations

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

3. Intellectual Property Rights

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

4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines

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

7. Restriction on Retainer/Consultant's Rights

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

8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by

the disclosure to Retainer/Consultant of the Confidential Information.

9. Equitable Rights

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

10. General

- The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.
- If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

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

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

11. Non-Compete

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

35 Mopidevi Suvarnavalli

A.G & S.G Siddhartha Degree college of Arts & Science

Dear Mopidevi Suvarnavalli

We congratulate you on being selected for our “**Graduate Trainee - WILP**” program.

This is a customized scholarship and working program that will enable you to obtain an M.Tech degree from Birla Institute of Technology and Science (BITS), Pilani. On joining, you will be enrolled in our Preparatory program conducted by our Corporate University to prepare you for work in real-time projects. On successful completion of this program, you will be enrolled in the BITS Work Integrated Learning Program (WILP). During the four-year academic program, you will be entitled to remuneration as detailed below.

Period	Scholarship (INR Per Month)	ESIC (Company Contribution) (INR per month)	Total Remuneration (INR per month)
The first year of Work Integrated Learning Program (WILP)	19000/-	618	19,618/- *
Second-year of WILP	21000/-	683	21,683/-*
		Total Cost to Company (INR Per Annum)	
Third-year of WILP		Rs.3,25,000*	
Fourth-year of WILP		Rs.3,82,000*	

**You will be responsible for payment of all statutory contributions, taxes, dues, and levies as applicable under different Acts, including the ESIC Act.*

You will be required to sign a service agreement for 60 months from the date of joining. Your date of joining will be intimated later. You will receive a formal letter of scholarship/appointment with all the terms and conditions at the time of joining.

As a token of your acceptance, that you have read and understood this Letter of Intent, please countersign, scan and email the document as your confirmation within a week of receiving this letter to campusconnect@hexaware.com.

Truly yours,

For Hexaware Technologies Limited <i>Monica Mathur</i>	Accepted Candidate Signature and Date
Monica Mathur Vice President-Asia Pacific Recruitment	Mopidevi Suvarnavalli

36. Arige Venkata Sai Madhav Babu,

B.Sc., Computer Science
A.G & S.G Siddhartha College Of Arts And Science

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 **251,999/-**. 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:

11. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for 3 months 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

12. 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.

13. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program 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:

g) 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.

h) 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:

g) 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.

h) 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 Post joining:

g) 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.

h) The Cognizant Internship or the Continuous Skill Development (CSD) 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

Name: Arige Venkata Sai Madhav Babu Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.8928 57	17,711
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
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

Sl 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

20 Choose from a bouquet of allowance or benefits

21 Redefine your salary structure within prescribed guidelines

22 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

Arige Venkata Sai Madhav Babu, 21, 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:

26. Duties and Responsibilities

j. 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.

k. 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.

l. 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 your employment.

27. 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.

28. 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.

29. Confidentiality

h. 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.

i. 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.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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.

30. Data Protection

By signing below,

p. 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,

q. 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,

r. 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,

s. 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

t. 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.

31. Work Schedule

l. 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.

m. 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.

n. 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.

o. 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.

32. 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.

33. 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.

34. 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.

35. Representations and Warranties

By signing below,

c. 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;

d. 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;

e. 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

f. 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.

36. 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.

37. 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.

38. 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.

39. 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.

40. Termination of Employment

e. 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.

f. 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.

41. 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.

42. 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.

43. 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.

44. 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 Arige Venkata Sai Madhav Babu

Sign: _____

Sign: _____

Name:

Name:

REDDY ENTERPRISES
MANPOWER OUT SOURCING AGENCY

Date : 25/02/21

Order of Appointment

Sub: Vacancy of Shop Salesman in Retail Outlet Code : 06389- Proposed to
Appoint in the vacancy of the Shop Supervisor on Outsourcing basis -
Appointment Orders - issued - Reg.

* * *

In pursuance of the instructions issued by A.P.S.B.C.L., IML Depot, Gudivada,
Krishna District in the following Retail Outlet is having vacancy of Shop Supervisor.
Hence, we request to appoint the below individual in the vacancy location i.e. RO
Code : 06389, Gopavanipalem, Gudivada Depot, Krishna District.

Name of the Candidate	Place of Posting
P. Anil Kumar S/o. P. Koteswara Rao	Shop Code: : 06389, Gopavanipalem, Gudivada Depot, Krishna District

The above individual is hereby directed to join his/her in the respective place
immediately.

The head office concerned is requested to intimate the date of joining of the above
individual.

If the service of above individual is not satisfied by the officer concerned to the office,
his/her service will be terminated immediately without any prior notice.

Copy to the Depot manager, A.P.S.B.C.L., IML Depot,
Gudivada, Krishna District.

Copy to the individual

Authorized Person



For REDDY ENTERPRISES

V. Madhup
Authorized Signatory

38. Bheri Ruchitha

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.


The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
FoWipr
o Limited, 
Sunil
Kalachar

This message was sent to Venkatalla217@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=B25220773417&contactId=5361295>

© Wipro Limited, [Doddakannelli, Sarjapur](#)
[Road Bengaluru 560 035 IND](#)

39. K.V.S Hemanth Kumar

Offer of Apprenticeship

K.V.S Hemanth Kumar

At Cyient we strive to provide comprehensive solutions that help our clients achieve their operational and business goals.

To help Cyient meet its accelerated growth plan, we are delighted to offer you the position of **Trainee Apprentice** to join Cyient (referred to as Cyient or the Company) in this journey.

Duration of this assignment shall be for 12 months (twelve months) from the date of joining and is expected to extend or decrease, based on the company needs. You shall be intimated time to time on any changes in the assignment.

This offer is subject to your acceptance of the attached terms and conditions, please e-mail your acceptance of this offer of apprentice to initiate the on-boarding process.

Start date: On 17-Dec-2021

Place of Work: Hyderabad, Madhapur

Address: Plot No.11, Software
Units Layout Infocity,
Madhapur
Hyderabad- 500081
Telangana

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need any clarification, please contact Talent Acquisition SPOC Suresh Gunari and Email - suresh.gunari@cyient.com

For Cyient Ltd.



Soumya Pola
Senior Manager - HR

Annexures:

- 1) Compensation Structure Details (if applicable)
- 2) Instructions for onboarding
- 3) Terms and conditions

Trainee Apprentice Signature

Annexure - 1

Components	Description	Monthly (INR)	Yearly (INR)
Stipend	First 6 months (A)	13,000	
	After completion of 6 months (B)	14,000	
	Overall CTC (A+B)		1,62,000
Special Allowances			
*Productivity Linked Performance (PLI)	Paid every 3 months in 4 equal installments based on performance, post completion of training		Upto 25,000
Special Stipend	Paid every 6 months in 2 equal installments		13,000
Full year Potential earnings			200,000

* **PLI** - You will be eligible for productivity linked incentive (PLI) post completion of training which has a maximum earning potential of INR 6,250 per quarter in addition to monthly stipend. The PLI will be based on your performance. Company reserves the right to amend certain terms and conditions of PLI from time to time to cope with the changing business needs and environment which shall be communicated appropriately.

Benefits

- You are eligible for annual leaves as per the Cyient policy
- You and your family are eligible for Employee State Insurance (ESI)
- Subsidized office transportation

Note: Your performance shall be reviewed on completion of one year, basis which you could be considered for a full-time employment with Cyient. The gross salary for a full-time employment based on your role will vary from INR 2,50,000 – INR 2,75,000 per annum. In addition to the compensation you will also be eligible for PLI, allowances and other benefits.

CYIENT

For Cyient Ltd.



Soumya Pola
Senior Manager - HR
Signature

Trainee Apprentice

List of documents to be carried for on-boarding formalities:

Please note that you must carry One set of photo copies of each of the documents mentioned below and bring the originals along with you for verification on your date of joining.

- Educational Documents(As applicable)
 - 10th Standard Mark Sheet
 - 12th Standard Mark Sheet
 - UG/Diploma Degree Certificate/Provisional and Mark Sheets
 - PG Degree Certificate/Provisional and Mark Sheets
- ID Proof
 - Aadhar Card (2 photocopies)
 - PAN Card (2 photocopies)
- Four Passport size photographs(Recent)

Other Details:

Contact Person: PhaniKumar Daivam / Prathibha

For Cyient Ltd.



Soumya Pola
Senior Manager - HR
Internal Reference: JR-027898

Annexure 3

Terms and conditions

CYIENT

1. Compensation

As detailed in Annexure 1
Annexure 2

2. Education Qualification

This offer of apprenticeship to you is made based on the premise that you have acquired the desired qualification with 50% marks. If you are awaiting the results as on the date of joining and do not complete the qualification subsequently with the above percentage, this offer stands cancelled.

3. Transfer & Deputation

You can be transferred to other departments, locations, subsidiaries, sister companies, or deputed to any client's site, within India based on the requirements of the organization or exigencies of work from time-to-time. Disobedience of such orders of the Company will be construed as grave misconduct and may lead to punitive action.

4. Code of Business conduct

You will be governed by the Code of Business Conduct as is in force from time-to-time.

5. Applicability of changes in the general terms and conditions of apprenticeship and policies made by the company subsequently.

Company reserves the right to amend certain terms and conditions of apprenticeship and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these policies of the company and the amended terms and conditions automatically.

6. Shifts

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it.

7. Leave

You will be governed by the Cyient annual leave policy that is in force from time-to-time.

8. Medical Examination

The company reserves its right to have you undergo medical examination from time-to-time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

9. Dress Code

While at work you are a brand ambassador for Cyient, and it is important to therefore dress the part. Please ensure you align with our Dress Code Policy and dress in Business Formals on Weekdays and especially during any customer visits or presentations. Business Informal is permitted on Friday.

10. Performance Review

Your performance shall be reviewed periodically as per the Performance Assessment Guidelines Policy for Apprentices which is operational in the company.

Trainee Apprentice Signature

11. Declarations & Information

This offer of apprenticeship is made based on the information furnished by you regarding your personal data, education qualification and experience. If any information furnished by you proves to be false or willfully suppressed, this apprenticeship is liable to be terminated.

12. Associate's Non-Disclosure agreement

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

13. Non-solicitation:

During the term of apprenticeship, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or apprentice, or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or apprentice or independent contractor associated with the Company to terminate or breach an apprenticeship, contractual or other relationship with the Company.

14. Termination of Apprenticeship

Either party can terminate this contract of apprenticeship without giving any reasons thereof subject to a minimum of one month's notice period (in writing). However, company reserves the right to pay one month's stipend in lieu of the notice period and terminate the contract with immediate effect.

15. Dismissal.

Company reserves the right to dismiss you without any notice or payment in lieu of notice in the event of misconduct which constitutes a breach of integrity under the Company's Code of Business Conduct.

16. Voluntary Abandonment

Should you not report to duty for more than 9 consecutive days without prior sanction of leave from your superior, it will be construed that you have voluntarily abandoned from the apprenticeship and your contract for the same will stand terminated.

17. Surrender of Company assets and Exit Process.

Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your apprenticeship before separation from the Company.

18. Travel

You may be required to undertake travel on behalf of the Company work and will be paid travel expenses as per the applicable travel policy for the same.

19. Contact information

Please keep the company informed of your postal address, telephone number, fax, email, or any other means for communication including changes that may occur during the period of your apprenticeship. Any communication sent to the last informed address is deemed as served.

20. Jurisdiction

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of apprenticeship.

Trainee Apprentice Signature

21. Back Ground Verification

Acceptance of this offer also confirms your consent to Cyient Limited to carry out necessary back ground checks on Education, Previous apprenticeship/employment and felony records.

22. Extension of apprenticeship.

The Company reserves the right to curtail or extend the training period of the trainee at its discretion besides that the Company can shift the trainee from the present Company to some of its other unit or subsidiary company.

ACCEPTANCE: I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Place:

Trainee Apprentice Signature

40. Ranga Nagalakshmi

07-Jun-2021

B.Sc., Computer Science
A.G& S.G Siddhartha College Of Arts And Science

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 **251,999/-**. 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:

14. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for 3 months 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

15. 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.

16. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program 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 focuses 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:

- i) 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.
- j) 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:

- i) 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.
- j) 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 Post joining:

- i) 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.
- j) The Cognizant Internship or the Continuous Skill Development (CSD) 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

Name: Ranga Nagalakshmi **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.8928 57	17,711
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
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

Sl 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

- 23 Choose from a bouquet of allowance or benefits
- 24 Redefine your salary structure within prescribed guidelines
- 25 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

Ranga Nagalakshmi, 21, 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:

45. Duties and Responsibilities

m. 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.

n. 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.

o. 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 your employment.

46. 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.

47. 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.

48. Confidentiality

o. 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.

p. 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.

q. 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.

r. 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.

s. 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.

t. 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.

u. 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.

49. Data Protection

By signing below,

u. 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,

v. 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,

w. 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,

x. 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

y. 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.

50. Work Schedule

p. 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.

q. 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.

r. 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.

s. 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.

51. 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.

52. 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.

53. 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.

54. Representations and Warranties

By signing below,

g. 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;

h. 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;

i. 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

j. 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.

55. 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.

56. 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.

57. 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.

58. 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.

59. Termination of Employment

g. 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.

h. 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.

60. 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.

61. 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.

62. 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.

63. 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 Ranga Nagalakshmi

Sign: _____

Sign: _____

Name:

Name:

41. Ayesha Begum,

Madala Subrahmanyeswara Rao
Secretary & Correspondent



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



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

DATE: 08/10/2022

APPOINTMENT ORDER

Mr./Mrs./Ms. Sk. Ayesha Begum

Sex / D/o Sk. Jabbar has

been temporarily appointed as Office Assistant. He/She will be paid a

consolidated salary of Rs. 15,000 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 12/10/2022

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

42 Ummadisetti Naveena,

07-Jun-2021

B.Sc., Computer Science
Pb Siddhartha College Of Arts And Science

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 **251,999/-**. 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:

17. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for 3 months 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

18. 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.

19. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program 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 focuses 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:

k) 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.

l) 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:

k) 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.

l) 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 Post joining:

k) 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.

l) The Cognizant Internship or the Continuous Skill Development (CSD) 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

Name: Ummadisetti Naveena **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.8928 57	17,711
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
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

Sl 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

26 Choose from a bouquet of allowance or benefits

27 Redefine your salary structure within prescribed guidelines

28 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

Ummadisetti Naveena, 21, 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:

64. Duties and Responsibilities

p. 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.

q. 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.

r. 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 your employment.

65. 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.

66. 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.

67. Confidentiality

v. 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.

w. 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.

x. 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.

y. 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.

z. 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.

aa. 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.

bb. 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.

68. Data Protection

By signing below,

z. 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,

aa. 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,

bb. 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,

cc. 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

dd. 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.

69. Work Schedule

t. 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.

u. 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.

v. 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.

w. 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.

70. 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.

71. 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.

72. 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.

73. Representations and Warranties

By signing below,

k. 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;

l. 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;

m. 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

n. 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.

74. 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.

75. 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.

76. 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.

77. 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.

78. Termination of Employment

i. 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.

j. 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.

79. 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.

80. 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.

81. 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.

82. 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 Ummadisetti Naveena

Sign: _____

Sign: _____

Name:

Name:

43. Karishma Begum

B.Sc., Computer Science
Pb Siddhartha College Of Arts And Science

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 **251,999/-**. 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:

20. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for 3 months 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

21. 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.

22. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program 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:

m) 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.

n) 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:

m) 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.

n) 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 Post joining:

m) 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.

n) The Cognizant Internship or the Continuous Skill Development (CSD) 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

Name: Karishma Begum **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.8928 57	17,711
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
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

- 29 Choose from a bouquet of allowance or benefits
- 30 Redefine your salary structure within prescribed guidelines
- 31 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

Ummadisetti Naveena, 21, 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:

83. Duties and Responsibilities

s. 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.

t. 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.

u. 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 your employment.

84. 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.

85. 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.

86. Confidentiality

cc. 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.

dd. 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.

ee. 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.

ff. 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.

gg. 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.

hh. 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.

ii. 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.

87. Data Protection

By signing below,

ee. 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,

ff. 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,

gg. 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,

hh. 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

ii. 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.

88. Work Schedule

x. 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.

y. 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.

z. 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.

aa. 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.

89. 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.

90. 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.

91. 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.

92. Representations and Warranties

By signing below,

o. 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;

p. 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 terminateand/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;

q. 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

r. 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.

93. 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.

94. 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.

95. 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.

96. 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.

97. Termination of Employment

k. 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.

l. 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.

98. 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.

99. 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.

100. 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.

101. 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 Ummadisetti Naveena

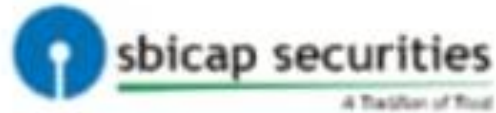
Sign: _____

Sign: _____

Name:

Name:

44. Syed Sakeena



Marathon Futurex, 12th Floor, B Wing, N. M. Joshi Marg,
Lower Parel, Mumbai – 400 013. Tel: +91-22-4227 3300/01



FTC6853

Sakeena Sayyad

Relationship Officer - Retail Sales

Department : Banca Channel
Blood Group : A -ve
DOJ : August 29, 2022
DOB : June 26, 1998

Emergency Contact: 9951494329

Any misuse of ID Card shall invite disciplinary action
ID Card valid till: November 03, 2022

45. K Yamini Durga



46. Abul Mallik

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

47. Moram HemaSri

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

48. Abul Salman



Abdul Salman



ABDUL SALMAN

Emp Code: AS469185

Employee Code	AS469185
Employee Name	ABDUL SALMAN
Department	Retail Lending Consumer Loan Personal loan Branch Sales
PSSG branch	PSSG VIJAYAWADA
Posted location	69_Vijayawada
Position	Junior Relationship Officer
Email Id	SALMANABDU L743@GMAIL .COM

49 Mamidi Himabindu



NxtWave Disruptive Technologies Private Limited

CIN: U80302TG2020PTC140156

May 10, 2022
Hyderabad

Dear Mamidi
Himabindu ,

Offer Letter

Congratulations! We are glad to inform you that you are selected for the role of **Business Development Associate** at **NxtWave Disruptive Technologies Private Limited**

Your date of joining will be **May 10, 2022**. The onboarding formalities will be completed soon. The compensation payable (i.e., CTC) to you is **Rs. 3,60,000/- per annum**. You will receive your joining bonus of **Rs. 15,000/-** at the end of your first working month.

The salary is payable based on Company's standard payroll practices and is subject to applicable withholding taxes.

You will be given complete support until you settle down in your role. We hope that you will become an asset to the Company.

We look forward to working with you. To show your acceptance to this offer, please send the signed copy of this letter to the HR department.

For **NxtWave Disruptive Technologies Private Limited**

Sashank Reddy Gujjula

(Gujjula Sashank Reddy)

Director

OFFER
ACCEPTANCE

I accept this offer with the Company under the terms set forth in this letter:

Date:

13 May, 2022

M. Himabindu

a
m
e
:
:

Signature: *M. Himabindu*

hr@nxtwave.te

ch

50. P Madhu Latha

MINUTES		BOOK	
మినీట్లు		పుస్తకము	
Sl.No. క్ర.సంఖ్య	SUBJECTS విషయములు	Sl.No. క్ర.సంఖ్య	RESOLUTIONS తీర్మానములు
1	సభ్యులు ఎన్నికై కేబినెట్ పేల పూజ ప్రారంభించి కార్యక్రమాలు ప్రారంభించారు.	1	సభ్యులు ఎన్నికై కేబినెట్ పేల పూజ ప్రారంభించి కార్యక్రమాలు ప్రారంభించారు.
2	సభ్యులకు Computer operator నా ప్రశంసాపత్రం (అంతర్జాతీయ) పంపించి కార్యక్రమం ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.	2	సభ్యులకు కార్యక్రమం ప్రారంభించి ప్రశంసాపత్రం పంపించారు. కార్యక్రమం ప్రారంభించారు.
3	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.	3	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.
4	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.		
5	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.		
6	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.		
7	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.		
8	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.		
9	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.		
10	సభ్యులకు కేబినెట్ పేల పూజ ప్రారంభించారు. కార్యక్రమం ప్రారంభించారు.		

51. Ch.Vivek



52. K.Nikitha



GOVERNMENT OF ANDHRA PRADESH
PANCHAYAT RAJ & RURAL DEVELOPMENT DEPARTMENT

**VILLAGE VOLUNTEER
IDENTITY CARD**

ID: 062801-12

Name : K. Nikitha
Village Secretariat : Pedaogirala
Mandal : Vuyyuru
District : Krishna

K. Nikitha
Volunteer Signature

Jumitha Mauna
MPDO Signature

The card features a portrait of a man on the left and a portrait of K. Nikitha on the right. The text is printed in a mix of green, black, and red colors. The MPDO signature is in blue ink.


53. S. Hanvitha

NVN Secondary | 2023-2024


SOMISETTY HANVITHA

Subject Teacher | TEACHING STAFF


SIS Grade Book Communication Conceri




Anecdotes



Attendance



**Parent Notes/
Leave Intimations**



Time Table

9:58 pm

54 S. Manikanta,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

55 M.Reshma,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

56 Gowsiya Parveen,

Thank you for participating in the Infosys Campus Recruitment Program for 2020-21.

Congratulations! You have cleared the interview round to receive a final job offer for Operations Executive role. The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com.

You will soon hear from us about the next steps of the process.

We look forward to welcoming you into our Infosys family

Best regards,

Talent Acquisition
Infosys

57 M. Malli Babu,

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
Fo

**Wipro
Limited,**
 **Sunil
Kalachar**

This message was sent to Venkatalla217@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=B25220773417&contactId=5361295>

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Road Bengaluru 560 035 IND](#)

58 Botta Sudhakarareddy

July 25, 2023

Mr.Botta Sudhakarareddy

S/o

Srinivasareddy

D.No: 2-122

Pedaogirala,

Krishna,

Krishna Dist,Andhra

Pradesh 521245 Mobile No:

Dear Mr.Botta Sudhakarareddy,

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 : Botta Sudhakarareddy

- 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

Mr.Botta Sudhakarareddy Designation: Junior Executive Grade : G04

Annexure-I

Department: Analytical Research & Development

**TOTAL COST TO
COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	

Total Cost to Company (D+E)	24889	298658	
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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 Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi

Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **September 04, 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 deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **March 15, 1998**, by the Company on the basis of documentary evidence produced by you at the time of your

appointment. You are advised to take note of the same, and this date will be considered as the authenticated Date of Birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.

5. This agreement of employment is terminable by either party by giving three (3) months prior written notice to the other party or alternatively upon payment of three (3) months basic pay in lieu of the three months' notice period. MSN has every authority to terminate your services with immediate effect and without any notice period and without any obligation to pay any amounts to you, for such termination, in lieu of notice period, upon proven charges of misconduct or intentional negligence or trying to cheat the company or indulge in the data theft or data tampering at by you at the work place. Further, the Company may, at its discretion relieve you from such date as it may deem fit even prior to the expiry of the three months' notice period give to be served by you as per the above mentioned company policy.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.
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 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.

9. 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.
10. 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.
11. 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.
12. 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.
13. 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

14. 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.
15. 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.
16. 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.
17. 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

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:

59.Mr. T.V S Nagaraju

July 25, 2023

Mr. T.V S Nagaraju

S/o Subba Rao

D.No: 1-901

Kankipadu,

Krishna,

Krishna Dist,Andhra

Pradesh 521245 Mobile No:

Dear Mr. T.V S Nagaraju,

Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

6. 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.

7. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

8. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment

- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any
- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

9. 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.

10. 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

Mr. T.V S Nagaraju Designation: Junior Executive Grade : G04

Annexure-I

Department: Analytical Research & Development

**TOTAL COST TO
COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

4. Coverage under Group Personal Accident Policy
5. Coverage under Group Term Life Insurance Policy
6. Coverage under Group Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi

Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

18. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
19. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
20. 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.
21. 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.
22. 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.

23. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
24. 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.
25. 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
26. 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.
27. 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.
28. 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.

29. 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.
30. 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.
31. 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

32. 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.
33. 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.
34. 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.
35. 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

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:

Mr. T.V S Nagaraju Designation: Junior Executive Grade: G04

Annexure-I

Department: Analytical Research & Development

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
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
A-Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B-Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus/Ex-gratia	700	8400	Annual
C-Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

7. Coverage under Group Personal Accident Policy

8. Coverage under Group Term Life Insurance Policy
9. Coverage under Group Medical Policy (Self Spouse, Parents and 2 Children) & Dependents-

For MSN Laboratories Private Limited

N B Sridevi

Dr NBSridevi

Deputy General Manager-HR

Annexure-II

TERMS & CONDITIONS OF THE EMPLOYMENT

36. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
37. 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.
38. 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.
39. 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.
40. This agreement of employment is terminable by either party by giving three (3) months

hs 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 amount 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 given to be served by you as per the above mentioned company policy.

41. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
42. 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 endeavor 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 effort of yours.
43. 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

44. 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.
45. 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.
46. 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.
47. 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.
48. 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.

49. 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

50. 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.
51. 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.
52. 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.
53. 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

AcknowledgementfortheAcceptanceoftheOfferandAppointmentLetter

Iread&understandallTerms&ConditionsrelatingtomyOfferandAppointmentLetterandde
clarethatIherebyunconditionallyandirrevocablyacceptthesame.

Ishallreportfordutyon_____

Signature:

Date:

60 Mr. D.V Srinivasa Rao

July 25, 2023

Mr. D.V Srinivasa Rao

S/o Appa Rao

D.No: 1-901

Chinaogirala

Village, Krishna,

Krishna Dist,Andhra

Pradesh 521143 Mobile No:

Dear Mr. D.V Srinivasa Rao,

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:

11. 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.

12. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

13. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members

- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any
- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

14. 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.

15. 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

Mr. D.V Srinivasa Rao Designation: Junior Executive Grade : G04

Annexure-I

Department: Analytical Research & Development

**TOTAL COST TO
COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

10. Coverage under Group Personal Accident Policy
11. Coverage under Group Term Life Insurance Policy
12. Coverage under Group Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi

Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

54. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
55. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
56. 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.
57. 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.
58. 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.

59. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
60. 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.
61. 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
62. 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.
63. 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.
64. 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.
65. 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.

66. 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.
67. 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

68. 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.
69. 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.

70. 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.
71. 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

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:

61 Mr. M Murali

July 25, 2023

Mr. M Murali

S/o Lakshmana

Rao

D.No: 3-201

Vuyyuru,

Krishna Dist,Andhra

Pradesh 521165 Mobile No:

Dear Mr. M Murali,

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:

16. 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.

17. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

18. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any

- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

19. 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.

20. 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

Mr. M Murali
Designation: Junior Executive Grade : G04

Annexure-I

Department: Analytical Research & Development

**TOTAL COST TO
COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
--------------------------	------------------	------------------	--------------------------

A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

13. Coverage under Group Personal Accident Policy
14. Coverage under Group Term Life Insurance Policy
15. Coverage under Group Medclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi

Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

72. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
73. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its

associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.

74. 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.
75. 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.
76. 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.
77. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
78. 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.
79. 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
80. 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.

81. 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.
82. 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.
83. 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.
84. 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.
85. 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
N B Sridevi

86. 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,

have not been properly handed over by you to an authorized representative of the Company.

87. 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.
88. 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.
89. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

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:

D.No: 1-501
Vuyyuru,
Krishna Dist,Andhra
Pradesh 521165 Mobile
No:

Dear Mr. G Eswar,

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:

21. 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.

22. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

23. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any

- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

Yours
sincerely,
For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi
Deputy General Manager - HR July 25, 2023

Mr. G Eswar
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
A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

16. Coverage under Group Personal Accident Policy
17. Coverage under Group Term Life Insurance Policy
18. Coverage under Group Medclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi
Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

90. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
91. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
92. 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.
93. 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.
94. 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.
95. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
96. 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.
97. 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

98. 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.
99. 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.
100. 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.
101. 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.
102. 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.
103. 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

104. 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.
105. 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.
106. 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.
107. 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

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:

63. Mr. K. Subbarao

July 25, 2023

Mr. K. Subbarao

S/o Kiran Kumar

D.No: 1-21

vuyyuru,

Krishna Dist,Andhra

Pradesh 521165 Mobile No:

Dear Mr. K. Subbarao,

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:

26. 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.

27. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

28. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any

- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

29. 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.

30. 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

Mr. K. Subbarao

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
A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

19. Coverage under Group Personal Accident Policy
20. Coverage under Group Term Life Insurance Policy
21. Coverage under Group Medclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi
Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

108. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
109. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
110. 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.
111. 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.
112. 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.
113. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
114. 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.

115. 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
116. 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.
117. 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.
118. 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.
119. 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.
120. 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.

121. 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

122. 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.
123. 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.
124. 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.
125. 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

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:

64. Ms. T. Lakshmi prasana

July 25, 2023

Ms. T. Lakshmi prasana

S/o Manoj Kumar

D.No:5-21

vuyyuru,

Krishna Dist, Andhra

Pradesh 521165 Mobile No:

Dear Ms. T. Lakshmi prasana,

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:

31. 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.

32. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

33. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

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- b. All Educational Certificates and any other Certificates related to specific Training and Skills
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- h. PAN Card
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- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any

- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

34. 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.

35. 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

Ms. T. Lakshmiprasana
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
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Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
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24. Coverage under Group Medclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi
Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

126. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
127. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
128. 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.
129. 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.
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131. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
132. 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

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135. 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.
136. 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.
137. 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.
138. 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

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N B Sridevi

140. 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.
141. 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.
142. 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.
143. 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

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:

65 .Mr. V. Samba Durga Rao

July 25, 2023

Mr. V. Samba Durga Rao

S/o Manoj Kumar

D.No:3-21

vuyyuru,

Krishna Dist,Andhra

Pradesh 521165 Mobile No:

Dear Mr. V. Samba Durga Rao,

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:

36. 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.

37. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

38. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any

- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

39. 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.

40. 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

Mr. V. Samba Durga Rao
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
A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

25. Coverage under Group Personal Accident Policy
26. Coverage under Group Term Life Insurance Policy
27. Coverage under Group Mediclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi
Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

144. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
145. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
146. 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.
147. 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.
148. 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.
149. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
150. 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.

151. 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
152. 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.
153. 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.
154. 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.
155. 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.
156. 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.

157. 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

158. 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.
159. 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.
160. 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.
161. 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

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:

66. Mr. Syed Inthiyaz

July 25, 2023

Mr. Syed Inthiyaz

S/o Akbar

D.No:7-121

vuyyuru,

Krishna Dist,Andhra

Pradesh 521165 Mobile No:

Dear Mr. Syed Inthiyaz,

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:

41. 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.

42. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

43. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License
- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any

- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

44. 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.

45. 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

Mr. Syed Inthiyaz

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
A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

28. Coverage under Group Personal Accident Policy
29. Coverage under Group Term Life Insurance Policy
30. Coverage under Group Medclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi
Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

162. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
163. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
164. 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.
165. 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.
166. 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.
167. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
168. 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.

169. 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
170. 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.
171. 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.
172. 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.
173. 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.
174. 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.

175. 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

176. 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.
177. 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.
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179. 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

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:

67 K.Srinu

July 25, 2023

Mr. K.Srinu

S/o Nageswara Rao

D.No:2-21

vuyyuru,

Krishna Dist,Andhra

Pradesh 521165 Mobile No:

Dear Mr. July 25, 2023

Mr. Syed Inthiyaz

S/o Akbar

D.No:7-121

vuyyuru,

Krishna Dist,Andhra

Pradesh 521165 Mobile No:

Dear Mr. Syed Inthiyaz,

Sub: Offer and Appointment Letter

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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

Mr. Syed Inthiyaz

Designation: Junior Executive Grade : G04

Department: Analytical Research & Development

TOTAL COST TO COMPANY

All figures in INR

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For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi

Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

180. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
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182. 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.
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N B Sridevi

194. 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.
195. 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.
196. 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.
197. 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

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:

,

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:

51. 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.

52. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs. 290000/-** is mentioned in the Annexure-I.

53. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. All Previous Employment Service Certificates/ Relieving Letters
- d. Relieving Letter /Service Certificate of your Current Employer
- e. Latest three months' pay slips of Current Employment
- f. Last Six months Bank Statement of Current Employment
- g. Aadhaar Card of self and dependent family members
- h. PAN Card
- i. Passport / Driving License

- j. A cancelled cheque leaf of active bank account
- k. Previous Employment EPF (UAN) / ESI details if any
- l. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

54. 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.

55. 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

Mr. K.Srinu

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
A. Monthly Salary			
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
A - Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B - Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus / Ex-gratia	700	8400	Annual
C - Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

34. Coverage under Group Personal Accident Policy
35. Coverage under Group Term Life Insurance Policy
36. Coverage under Group Medclaim Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi
Deputy General Manager - HR

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

198. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
199. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
200. 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.
201. 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.
202. 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.
203. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
204. 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.
205. 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

206. 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.
207. 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.
208. 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.
209. 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.
210. 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.
211. 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

212. 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.
213. 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.
214. 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.
215. 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

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:

68 S Sambha Durga Rao

To,

Mr. S Sambha Durga Rao

S/o Lacheswara Rao,

Reddy Pallem, Mantada

Pamidimukkala mandal

Krishna-52134.

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.8500/-per month during the training period.

03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.9000/-per month from the 1st 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 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

69 Ms. G Ramya

D/o G Venkatewarao,
Gaddiapdu,
Pamidimukkala mandal
Krishna-52134.

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 .

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10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate. C)Original Certificates of S.S.C, Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time, this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I here by accept the terms and conditions mentioned herein.

Signature

70. K.Pavana Pratyusha

Madala Subrahmanya Swara Rao
Secretary & Correspondent



Sri Viswasanthi
EDUCATIONAL INSTITUTIONS (PVT.) LTD.
GANDIGUNTA - VUYYURU
KRISHNA DIST. PIN-521165



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

DATE: 08/10/2022

APPOINTMENT ORDER

Mr./Mrs./Ms. K. Pavana Pratyusha

S/o / D/o K. Srinivasa Rao has

been temporarily appointed as Teacher. He/She will be paid a

consolidated salary of Rs. 16,000 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 12/10/2022

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. Subrahmanya Swara Rao

Secretary & Correspondent

Gandigunta, VUYYURU - 521 165, Krishna Dt., Andhrapradesh, INDIA., Ph : 08676 - 232962.

visit us : www.sriviswasanthieducation.com

e mail : director.sriviswasanthi@gmail.com

71.Ms. Pavani

S/o Subba Rao,
Vuyyuru
Krishna-52165.

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.

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03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.9000/-per month from the 1st 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.

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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.

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10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate. C)Original Certificates of S.S.C, Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time, this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO
DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I here by accept the terms and conditions mentioned herein.

Signature

72. K.Srinivas

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 .

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Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I hereby accept the terms and conditions mentioned herein.

Signature

73 V.Manikantha

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 .

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If you fail to report to training with in the time, this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I here by accept the terms and conditions mentioned herein.

Signature

74.K.Ramesh

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 .

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If you fail to report to training with in the time, this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I here by accept the terms and conditions mentioned herein.

30th September 2021

75 M.Sanjay



76 Y Ganesh Rama Raju



Page 1 of 1

Mr. YENUGUDHATI GANESH RAMA RAJU

1-85-2

YSR COLONY BESIDE BORE PUMP

AMEENAPURAM, KRISHNA, 521250

CIF No. : 350000272974

Email : --

Account No. : 0000306001673113

Second Holder Name : --

Product: SB-NCHQ-INDIVIDUAL

Cleared Balance : 9,110.00Cr

Uncleared Amount : 0.00

IFSC code : --

Statement of Account From : 05/09/2023 To : 05/09/2023

Krishna DCCB

Your Branch Veerankilock

Pamidimukkala Mandal

Pamidimukkala Mandal

Pamidimukkala Mandal, 521250,

Branch Code : 00627

Date : 15/09/2023

Time : 15:53:18

Limit : 0.00

Int. Rate : 4.00% p.a.

Drawing Power : 0.00

MICR Code :

Post Date	Value Date	Narration	Cheque Details	Debit	Credit	Balance
05-09-2023	05-09-2023	CREDIT:SALARY ADJ AUG 2023 AMEENAPURAM PACS	-		13100.00	14100.00Cr
05-09-2023	05-09-2023	WDL TFR:NEFT Raj Ganesh Rama APKSN23248159913 S:TRF TO INTERNAL ACCOUNT	-	5000.00		9100.00Cr

77. Adapa Leela Srinivasa Rao



21-09-2022

Mr.A.LEELA SRINIVASA RAO,
HYDERABAD, Telangana.

OFFER LETTER

Dear Mr. A.LEELA SRINIVASA RAO,

With reference to your application and subsequent interview you had with us, we are pleased to offer you an appointment as "**Junior Executive - Accounts**" in our organization with "**Hyderabad**" as your Headquarter.

Your roles & responsibilities will be discussed with you on the date of your joining.

Your cost to the company would be **INR 1,80,000/-**[Rupees One Lakh Eighty thousand only] per annum.

-Acknowledged resignation letter from the previous company

Your appointment letter would be handed over to you on the joining day on submission of the following documents: -

- 1) Relieving letter from your previous employment
- 2) Educational certificate Xerox copies
- 3) Identity proof copy [Aadhar Card]
- 4) 2 Passport size photographs
- 5) Last month Bank statement.

As token of your acceptance of this offer, kindly sign the copy of this letter indicating the date of joining.

For VSS BEVERAGES LLP. HR & Admin

Accepting this offer and will join on or before 21-09-2022 A. Leela Srinivasa

This offer letter is not valid beyond the above-mentioned joining date and subject to background verification / validation.



Manager - Operations

VSS BEVERAGES LLP



78 .G.Sai Kiran



SHRIRAM FINANCE LIMITED

6th Floor(level 2), Building
No.Q2, Aurum Q Parc, Gen
4/1,TTC,Thane Belapur
Road,Ghansoli,
Navi Mumbai - 400710

PAYSLIP FOR THE MONTH OF MARCH 2023

Employee	115008	PaySlip	3728967
Code	GUNJA SAI KIRAN	No.	BANK OF INDIA
Employee	TPG-MACHILIPATNAM	Bank	XXXXXXXXXXXX80
Name	DIVISION	Bank	40
Region		Name	
Branch	TPGAP-VUYYURU	Bank A/c	
Designation	PRODUCT EXECUTIVE	No.	
Department	SALES & MARKETING	UAN NO.	101886901606
Date of	12/12/2022	PF No.	THVSH004144200
Joining		ESI No.	0/0368622
Paid Days	31.0	PAN No.	6209778692
		Aadhar No.	LMHPK0759A
			680444648410

Earnings	Current Month	Arrea rs	YT D
BASIC SALARY	4500.00	0.00	16403.00
HOUSE RENT ALLOWANCE	1500.00	0.00	5468.00
MEDICAL ALLOWANCE	1250.00	0.00	4556.00
EDUCATION ALLOWANCE	200.00	0.00	729.00
OTHER ALLOWANCE	3220.00	0.00	11737.00
FUEL ALLOWANCE	2000.00	0.00	7290.00
MOBILE ALLOWANCE	500.00	0.00	1823.00
Total Earnings (A)	13170.00	0.00	48006.00
Deductions			
LABOUR WELFARE FUND	0.00	0.00	30.00
EMPLOYEE STATE INSURANCE	99.00	0.00	361.00
PROVIDENT FUND	1400.00	0.00	5103.00
Total Deductions (B)	1499.00	0.00	5494.00

Net Pay (A - B) 11671.00

(IN WORDS) RUPEES ELEVEN THOUSAND SIX HUNDRED SEVENTY ONE RUPEES ONLY

Leave Details

Leave Type	Leave Opening	Leave	LO	Year
------------	---------------	-------	----	------

	Balance	Taken	P	Balance
CASUAL LEAVE	11.00	0.00	0.00	11.00
PRIVILEGE LEAVE	0.00	0.00	0.00	0.00

TAX Calculation

Total Salary	48156.00
Add:Others	0.00
Total Gross	48156.00
Less: Deductions u/s 10	729.00
Less: Tax on Employment	0.00
Less: Standard Deduction	47427.00
Less: Housing Loan Interest payment	0.00
Add: Income Declared BY Employee	0.00
Less: Investment u/s 80C, 80CCC and 80CCD	5103.00
Less: Investment Other Sections under Chapter VI-A	(510.30)
Total Taxable Income	(4592.70)
Total Tax Payable	0.00
Total Tax Deducted	0.00
Total Tax Balance	0.00

79 Pavani

Date: 23.01.2020

To,

Ms. Pavani

S/o Subba Rao,

Vuyyuru

Krishna-52165.

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.8500/-per month during the training period.
- 03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.9000/-per month from the 1st of the following month.
04. After completion of the training period the company at its sole discretion may not offer employment and no trainee shall have the right to demand absorption in employment of the company.
- 05.You are required to give an undertaking to work in our organization for a minimum period of three years and shall also enter an Employee Non-disclosure/Confidentiality agreement with the company at the time joining .
- 06.You will be governed by the rules & regulations of the company and standing orders of the establishment as applicable to your category, which the company may prescribe from time to time.
- 07>Your training is liable for termination if it is found that the information furnished by you in your application for appointment is false or that you have willfully suppressed material information in your application.
- 08.You shall forthwith intimate any change in your residential address as and when any change takes place.

09.If you intend to leave the service of the company,you have to give two months prior notice in writing or notice Pay in lieu thereof,which may be modified and the same will be notified.

10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate. C)Original Certificates of S.S.C,Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I here by accept the terms and conditions mentioned herein.

Signature

80 Dear **Mallampati Rajitha**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **TRAINEE CODER** full time and your place of posting will be **Bengaluru** with an Annual CTC Compensation of **Rs. 254,496.00 (Rupees Two Lakh Fifty Four Thousand Four Hundred Ninety Six Only)**. Your date of joining will be on or before **19 September 2022**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Places to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each other as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up to that is a hallmark amongst all our service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and are confident of making Omega Healthcare a truly world-class and an aspirational MNC to work for.

By accepting this offer, you agree to abide by this clause that this offer of employment entails **Working from Office (WFO) effective 15th April 2022**.

With this arrangement, we look forward to extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/DOB Proof
- Copy of PAN Card/Acknowledgement copy of PAN Application
- Copy of AADHAR Card/ Acknowledgement copy of AADHAR
- Self ID Proof -
2 Copies (Passport/Driving License/Voter's ID/Ration Card/PAN Card/Aadhaar/ College ID)
- 2 References for professional/ character reference checks
- Last 3 months payslips or latest copy of Form 16 (applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement - (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, wear attire formally on Mondays and Smart Business Casual on the Rest of the Days.

Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit them to us.

We look forward to having you as a vibrant family member of

Omega Healthcare! Sincerely,
For Omega Healthcare Management
Services Pvt. Limited. Vikram Kumar N
Talent Acquisition

Encl. ANNEXURE

Annexure

A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

- a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
- b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

- a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
- b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
- c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
- d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

- a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. 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 on which your reporting officer will notify you in advance.
- b. Omega Healthcare observes national and festival holidays as per policy which will be notified during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

- a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.

- b. On a prorata basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

- a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

- a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
- b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
- e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
- f. You may have to sign
 - The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
 - The Code of Business Conduct and Ethics
 - Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

- a. The retirement age of the company is 58 years. At the time of formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	60	60	60	60	90	90
After confirmation	60	60	60	60	60	90	90

- b. When you resign formally from the service of the Company, the Company may so lely at its discretion, Permit you to pay up for the notice period in lieu for the unserved notice period.
- c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary

matter.

I accept the terms and conditions of the Company mentioned above.

Signature

Name

Date

81 Katuru Ganesh Babu

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **ScholarTrainee-WorkIntegratedLearningProgram** which will be in Career Band **WASE/WIMS** of the organization. The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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


(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,

FoWi

proLime
d,  Sunil
Kalachar

This message was sent to Venkatalla217@gmail.com. If you don't want to receive the emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=B25220773417&contactId=5361295>

©Wipro Limited, [Doddakannelli, Sarjapur Road](#)
[Bengaluru 560035 IND](#)

82 Dear Sobhila Hemalatha,

B.Sc., Computer Science
Pb Siddhartha College Of Arts And Science

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 **251,999/-**. 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:

23. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post- Graduation.

This offer from Cognizant is valid for 3 months 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

24. 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.

25. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program 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:

o) 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.

p) 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:

o) 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.

p) 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:


o) 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.

p) The Cognizant Internship or the Continuous Skill Development (CSD) 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

Name: Sobhila Hemalatha **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.8928 57	17,711
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
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

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

Sl 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

32 Choose from a bouquet of allowance or benefits

33 Redefine your salary structure within prescribed guidelines

34 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

Sobhila Hemalatha, 21, 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:

102. Duties and Responsibilities

v. 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.

w. 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.

x. 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 your employment.

103. 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.

104. 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.

105. Confidentiality

jj. 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.

kk. 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.

ll. 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.

mm. 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.

nn. 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.

oo. 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.

pp. 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.

106. Data Protection

By signing below,

- jj. 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,
- kk. 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,
- ll. 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,
- mm. 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
- nn. 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.

107. Work Schedule

- bb. 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.
- cc. 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 change 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.
- dd. 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.
- ee. 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.

108. 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.

109. 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.

110. 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.

111. Representations and Warranties

By signing below,

s. 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;

t. 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;

u. 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

v. 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.

112. 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.

113. 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.

114. 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.

115. 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.

116. Termination of Employment

m. 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.

n. 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.

117. 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.

118. 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.

119. 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.

120. 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 Sobhila Hemalatha

Sign: _____

Sign: _____

Name:

Name:

83 Kocherla Naga Lakshmi

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be `1,90,926/- per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `7,950/- permonth.

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance(HRA)

Your HRA will be `3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of of `0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

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

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

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

2. Higher Hospitalisation

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

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

Maternity Leave

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

Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

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

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. WorkingHours

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

4. Mobility

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

5. Compensation Structure / Salarycomponents

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

6. Increments andPromotions

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

7. Alternative Occupation /Employment

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

8. Confidentiality Agreement

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

9. Work in SBWSmode

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

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

10. ServiceAgreement

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

11. Overseas International AssignmentAgreement

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

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

15. Retirement

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

16. Pre-employment Medical Certificate

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

qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. BackgroundCheck

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

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)

- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

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

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath

Global Head Talent Acquisition & AIP

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IPTerms

84 Kanagala Kranthi Priya

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **ScholarTrainee-WorkIntegratedLearningProgram** which will be in Career Band **WASE/WIMS** of the organization.

The stack for this role is detailed below. Do reach out to us should you have any clarifications.

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

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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 shall be followed by a letter of appointment from us.

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Yours sincerely,
Fo Wipro Limited

d,  Sunil Kalachar

This message was sent to Venkatalla217@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=B25220773417&contactId=5361295>

© Wipro Limited, Doddakannelli, Sarjapur Road Bengaluru 560035 IND

30th September 2021

85 Gona Katyayini

571
17-12-21



Telephone : 0866 2478020, 2475886, 2475981
Tele - Fax : 0 8 6 1 - 8 6 6 - 2 4 7 8 8 8 8
e-mail : siddhartha.academy@yahoo.in

Siddhartha Academy of General & Technical Education

SIDDHARTHA NAGAR, VIJAYAWADA - 520 010

PRESIDENT : N. Venkateswarlu
Vice Presidents : M. Rajayya
Dr. C. Nageswara Rao
Secretary : P. Lakshmana Rao
B.O.H.P.A.
Treasurer : Sureddi Venkateswara Rao
Jt. Secretaries : N. Lalitha Prasad
Charumolu Krishna Rao

O.C.No. 2696/2021

Date: 15.12.2021

APPOINTMENT ORDER

Ms.G.Katyayini, M.Sc., is appointed "**Lecturer(Un-aided)**" in Computer Science and posted to **AG & SG Siddhartha College of Arts & Science**, Vuyyuru. She will be paid a basic pay of **Rs.9,100/- +Rs.3,900/-** HRA per month. She is entitled to PF & ESI facility subject to eligibility. She is placed on probation for a period of two years. However, a review of her performance, regularity and commitment to duties will be made within a year.

As Lecturer, Ms.G.Katyayini has to carry out all the academic and administrative assignments as assigned by higher authorities from time to time both in the department and at the institute level. She has to follow the curriculum and all internal procedures as stipulated from time to time and is expected to be very proficient in the medium of instruction of the College. She is required to continuously update her teaching and presentation skills on a regular basis with all the available modern teaching tools and methods so as to make the students understand the subject and respond well. She has to help students achieve higher academic standards commensurate with the current day expectations.

She is informed that there would be a continuous appraisal of her performance in the institution in all respects. She will be considered for periodical increments or additional incentives or any other modes of encouragement strictly basing on her commitment to the job, result-oriented performance at all times. The Management will be at liberty to take all possible measures in case she is found to be wanting in any of the above while discharging her duties.

This appointment is terminable with one month's notice on either side and it will be essentially at the end of an academic year but not in between to avoid dislocation likely to be caused to academic work. This appointment is governed by the Service Rules of the College. She shall have to give a written consent to comply with terms and conditions as stipulated in this order.

She shall report to duty as early as possible before the Principal, AG & SG Siddhartha College of Arts & Science, Vuyyuru and submit all her original certificates and documents. She has since reported to duty on 12.11.2021.

To
Ms.G.Katyayini,
D/o.Naganjaneyulu,
NTR Colony, Veerankilock,
Pamidimukkala Mandal,
Krishna Dist.


SECRETARY

✓ Copy to the Principal, AG & SG Siddhartha College of Arts & Science

Sponsors of

Parvathareni Brahmajya Siddhartha College of Arts & Science (1975)
(Post Graduate Centre established in 1987)
Veeramachaneni Paddyaya Siddhartha Public School (1977)
Vijaya udi Ramakrishna Siddhartha Engineering College (1977)
Sri Durga Malleswara Siddhartha Mahila Kalasara (1982)
Y.V.Rao Siddhartha College of Education (1984)
Smt. Velagapudi Virjamba Siddhartha Law College (1987)
KCP Siddhartha Adarsh Residential Public School (1991)
www.siddhartha.academy@yahoo.in

Prasad V. Potluri Siddhartha Institute of Technology (1998)
A.G. & S.G. Siddhartha Arts & Science College - Vuyyuru (1975)
Krishna Dist.
Siddhartha Institute of Hotel Management & Catering Technology (2001)
Dr. Pinnamaneni Siddhartha Institute of Medical Sciences & Research
Foundation (2003)
Dr. PSIMS & RF - School of Nursing (2003)
Dr. Sudha & Nageswara Rao Siddhartha Institute of Dental Sciences

86 Paladugu Srujana

EMPLOYMENT OFFER LETTER

Capgemini Ref: 5974995/1376476,

05/30/2022,
SRUJANA PALADUGU.

Door no - 4-3-1, Khazipeta, Guntupalli, Vijayawada, Krishna (Dt),
Andhra Pradesh - 521241 Bangalore, Karnataka
India.

Confidential

Dear SRUJANA PALADUGU,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini'** or '**Company'**) starting from **05/31/2022** (or such other date as may be communicated to you by the Company), as per details given below

A) Your current designation will be **Senior Analyst/A5**.

B) You will be required to work at the Company's offices in **Bangalore**.

C) You have to report by 8:30 am at **Bangalore** office, for joining formalities and contact security at the main gate for your entry pass at:

Address

164-165, EPIP Phase II,
EPIP Industrial Area, Whitefield, Bengaluru 560066

Please note that your name mentioned in the offer letter will be used to create your employee records in Capgemini & the same will be continued for all the communication & Company documentation purpose. In case you need a change in the name; please contact your recruiter before your DOJ. Please note that post joining, no changes can be made. The name provided by you should match with the documents submitted to the Company at time of joining, such as Education certificate, Experience letters, Relieving letters, PAN card, Passport, etc.

D) Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 410,006.00 (Rupees Four Lakh Ten Thousand And Six Only)** which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any - skill allowance payout as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

Senior Analyst

Total Cost to Company (CTC).

Rs.410,006.00

Monthly Components	Per Month	Annualized
Basic	Rs.15,000.00	Rs.180,000.00
House Rent Allowance	Rs.9,000.00	Rs.108,000.00
Other Allowances and Reimbursements – 1 #	Rs.2,307.00	Rs.27,684.00
Other Allowances and Reimbursements – 2 +	Rs.1,255.00	Rs.15,060.00
Advance Statutory Bonus	Rs.3,149.00	Rs.37,788.00
Gross monthly salary	Rs.30,711.00	Rs.368,532.00
Statutory payments ++		
Capgemini's contribution to PF *	Rs.1,800.00	Rs.21,600.00
Gratuity (accrual only)		Rs.8,664.00
Total Fixed Compensation		Rs.398,796.00
Total Cash Compensation		Rs.398,796.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs.11,210.00
Total Cost to Company		Rs. 410,006.00

You need to choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements – 1 to avail tax benefits. Balance amount that is not claimed will be paid as taxable component on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 1	Annualized
Remote Working Allowance	19,800.00
Books and Journals	24,000.00
Professional Pursuit	180,000.00
Conveyance Allowance	63,600.00

+ You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Other Allowance & Reimbursements - 2	Annualized
Leave Travel Assistance	60,000.00
Meal Card	26,400.00
Vehicle & Driver Reimbursement	21,600.00

Note:

1. The payroll processing will be as per Company policy notified from time to time.
 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
 3. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- * Employee's contribution towards PF will be made from the monthly salary as defined by Law.
The Benefits (Accidental & Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.
- # All components under Other Allowance and Reimbursement - 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.
- + This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements -2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

E.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Gratuity shall be paid as per the Payment of Gratuity Act, 1972.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment and consequent changes to the statutory deductions from your salary, if any.

F.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

G.) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H.) Performance Review: You will be eligible to participate in Company's performance

review process as per Company policy. I.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a.) You will submit relevant documents as mandated by the Company.
 - b.) You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company.
 - c.) You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless, you must submit a clear discharge and/or relieving letter within forty-five (45) days of joining the Company.
 - d.) You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e.) You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company
 - f.) You provide two satisfactory references, one being from your most recent employer(s) (prior to joining Capgemini).
 - g.) Your background verification check (including residential address(es), academics & professional Degree/Diploma & Certifications, previous employment(s), criminal background etc. as applicable) conducted by the Company is cleared; and

h.) You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise failed to disclose any information about your past employment, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J.) Your employment with the Company will also be governed by the 'Terms and Conditions of Employment' contained in **Exhibit 1** attached hereto.

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Anil Kumar Singh

Head - Talent Acquisition &

Resourcing Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: **SRUJANA PALADUGU**

Date: **05/30/2022**

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company.
- b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates.
- c) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. 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 right to terminate your employment without notice.

Cappgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at any time during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Cappgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Cappgemini and communicated to you in writing.

Unless specifically 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. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti-bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

You hereby represent to the Company that:

- a) you are legally permitted to reside and be employed in India.
- b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same.
- c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications.
- d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you.
- e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you.
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent.
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care.
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information.
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you.
- f) not share such Confidential Information with any third party (specifically those persons who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company).
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company.
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter.
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

"Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third-party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith.
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop,laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves it right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labor laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.

- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

Integration: This Letter along with its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

Dispute Resolution/Governing Law: The Parties to this Agreement 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. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Caggemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
 - a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
 - b) payroll processing agencies for processing my payroll (including reimbursement claims),
 - c) law enforcement agencies,
 - d) to comply with a judicial/quasi-judicial order,
 - e) auditor (including internal auditors, statutory auditors or Caggemini's clients or their auditor) for the purpose of audit,
 - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
 - g) service providers providing services for biometric access to office premises for monitoring attendance,
 - h) foreign consulates, embassies etc. and service providers (including travel agents) for the purpose of processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
 - a.) affiliates of the Company for administrative purposes and/or audit;
 - b.) clients/prospects in relation to any staff augmentation assignments.**
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me. Name:

Signature:

Date:

ANNEXURE I (A)

Onboarding Documents

Please carry two set of photocopies along with the original documents for verification as mentioned below:

- I. **Academic qualification (highest qualification as applicable):**
 - X- AND XII-mark sheets
 - All semester mark sheets (highest qualification)**
 - Provisional Certificate OR Convocation OR Degree certificate
 - If Applicable- Diploma/ Completion Certification(s) for specialized courses**

- II. Employment experience related documents:
 - a. **Current Employer:**
(Document mandatorily containing: Emp ID, Designation, Start Date of Employment, End Date of Employment)
 - Resignation acceptance letter OR Email confirmation from the HR OR Relieving Letter AND Experience Certificate Pay slips for last 3 months
 - Letter of Appointment OR Offer Letter from the employer

 - b. **Previous Employer(s)**
Experience Certificate AND / OR Relieving certificate of all employments (ensure the above document specifies start date of your employment (s))

 - c. **Additional documents**
 - Form 16 – Part A only
 - Cancelled Cheque(in original)/Passbook(photocopy) -Cancelled cheque leaflet issued by Bank or the pages of passbook showing the Name of the Account Holder, Bank Name, Bank Branch and IFS code required as a pre-requisite mandate for registration on ESI portal.
 - Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible
Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- III. **Proof of Identity (Any two):**
 - PAN Card (Mandatory)
 - AADHAAR Card
 - Valid Passport –
All pages Driving License
 - Voters ID

- IV. Passport size photograph – 4 copies (white background)

ANNEXURE I (B)

Background Verification

Reference terms:

Capgemini adheres to a strong background verification process. As a part of this process all the personal and professional information provided by you is verified, therefore we request you to provide all the necessary relevant documents as per the information provided. This will help us verify your

- Education Credentials (Bachelor's Degree/Post Graduate Degree etc.) Professional Experience & Employment(s) Credentials.

Note: Based on certain business requirement and statutory rules Capgemini may initiate certain additional checks during your tenure in Capgemini and by accepting this offer you agree to undergo such additional checks when required. Capgemini will not take any individual approval for the same.

Please ensure that the following steps are followed to initiate the process and submit the necessary documents within 7 calendar days from the date of receipt of this offer:

- Fill the standard application form by clicking the New Employee Wizard link (received from SuccessFactors Onboarding <auto.noreply@capgemini.com>. (You will receive the link to New Employee Wizard portal shortly). In case you have not received this link within the next 3 days please get in touch with your recruiter immediately.

Download the Address check Form, Database check form, Court record form - from the New Employee Wizard link; update the details in the form with your manual signature and mention the current date on which you have signed this form. You will have to upload back the scanned copy of these documents on to the New Employee Wizard link.

- Highest Educational Degree Certificate and Final year Mark sheet**. Submission of all semester/term mark sheets of your highest qualification.
- Any qualification obtained from the Institute which is not recognized by UGC/AICTE is not considered. Experience letters and relieving letters for 5 years of employment or past 2 employers whichever is higher.

Form 16 - Part A only.

Bank statement for last 3 months – [Please ensure to mask all other transaction details (whether debit or credit entries) except for salary transfer details of your last employer, such that only salary credits of previous employment are visible.

Please note, should you provide any other additional document than the aforesaid, or provide bank statement without masking other transaction details, the Company shall not be held responsible for the same.]

- On the date of joining you are required to carry the experience letter/Relieving letter from all your past employers These letters should clearly mention your last working day with your previous employers.

Some organization issue relieving/experience letter along with the full and final settlement in such cases you should submit the resignation acceptance mail authorized by your last employers HR department and you should ensure that the last working day is clearly mentioned on this acceptance letter. Please note that in such cases you will have to submit the original experience/relieving letter to Capgemini HR department / email the same to the following email address backgroundverification.in@capgemini.com not later than 14 days of your joining***

Court Verification

- Forms Court
Record form

Note:

All of these forms (Address check Form, Database check form, Court record form) are available on the New Employee Wizard link. Please download these forms from the New Employee Wizard link and fill the information in BLUE ink only.

All of the above forms are submitted to the respective authorities (Police/Courts etc) and as a part of the verification process the representatives of these authorities may visit your residence address for verification; alternatively they may also call you or ask you to visit the nearby Police Station.

You are required to submit all the documents with 7 days from receiving this Offer, failing which offer will be revoked* Important points to note:

- In an event you fail to submit the required documents to the HR department within 30 days of first

intimation/date of joining and after 2 reminders. Capgemini reserves the right to hold back your salary and to take disciplinary actions which inter alia include termination from service without notice.

You are requested to fill your details diligently in the link provided. If there is a discrepancy in the data provided or the copies of documents / certificates given by you as a proof in support of the above, Capgemini reserves to take disciplinary actions which inter alia includes termination from service without notice.

***In case your last employer do not provide experience letter you may provide the relieving letter, however please ensure that the relieving letter has last working day clearly mentioned.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process. **In the absence of the above listed documents your onboarding may be delayed or deferred.**

Best
Regards,
Team HR

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Business Finance Limited

Offer of Employment

Date : 02-09-2023

Dear Valluru Seshagiri Rao

H NO: 2-74

Garikaparru krishna

Andhra Pradesh-521165

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space since 1984 and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

We have pleasure in offering you an appointment in our Company as "**ASSISTANT - OPERATIONS**". Your place of operation will be at our "**Vuyyuru**". The terms and conditions of your appointment will be as follows:

• **Salary and Allowance:**

1. You will be paid an Annual CTC of **Rs. 1,92,552.00 /-** (**Rupees ONE LAKH NINETY TWO THOUSAND FIVE HUNDRED AND FIFTY TWO**) excluding incentives as detailed in Annexure – 1.
2. You will be eligible for PF in accordance with the relevant statutory rules.
3. You will be eligible for an annual increment which will be paid based on the recommendation made by your Reporting Supervisor / HOD after assessing your performance. The Company may at its sole and absolute discretion grant you such annual increment as it may think fit. It is however expressly understood that the company reserve itself the right not to grant such increment. Your cycle of annual increment will be during April every year, as per the company's policy.

• **Duties and Obligations :**

You shall:

1. Conduct yourself with decorum and shall efficiently and honestly discharge and perform all duties and functions pertaining to your employment as also such other duties as you may be required to perform from time to time by the Company, or by any duly authorized Officer of the Company, which are consistent with your employment in relation to the business of the Company.
2. Obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company in force and applicable to you.
3. Give and devote your time exclusively to your duties with the Company and while serving the Company you shall not engage yourself directly or indirectly without the prior consent in writing of the Company with or without remuneration in any capacity, business or activity which the Company may in its sole discretion consider contrary to or inconsistent with the duties and obligations. Any violation, in this regard, will be treated as dereliction of duty and your services will be terminated without any notice.
4. You shall not, directly or indirectly, disclose to any person or any firm the name and addresses of any of the customers or clients of the Company or any other information pertaining to them in a manner that conflicts with or interferes in the business of Company as conducted with such customer.

V. Seshagiri Rao

Annexure 1

Business Finance Limited	Compensation Break-up	
Salutation	Mr.	
Name	Valluru Seshagiri Rao	
Designation	ASSISTANT - OPERATIONS	
Location	Vuyyuru	
Compensation Break-up	Monthly (Rs.)	Annually (Rs.)
A) Salary		
Basic + DA	11,300.00	1,35,600.00
HRA	0.00	0.00
Disb Role Allowance	0.00	0.00
Special Allowance	0.00	0.00
Scanning Allowance	0.00	0.00
Minimum Guaranteed Incentive	0.00	0.00
Gross Salary (A)	11,300.00	1,35,600.00
B) Retirals		
Employer Provident Fund	1,356.00	16,272.00
Gratuity	543.00	6,516.00
Total Retirals (B)	1,899.00	22,788.00
C) Benefits		
ESIC	367.00	4,404.00
Insurance	535.00	6,420.00
Leave Encashment 1st yr / 2nd yr subject to availability of leave balance to credit	753.00	9,036.00

V. Seshagiri Rao

5. Inform the Company at once of any act of dishonesty and/or any action prejudicial to the interest of the Company on the part of any person which may come to your knowledge.

• **Working Hours & Leave :**

1. You shall serve the Company during such daily hours of work as may be determined from time to time by the Company.
2. You will be entitled to leaves as per Company's Leave Policy. If in case you absent yourself from the service of the Company without prior permission or overstay the sanctioned leave for 8 or more consecutive days, you will be deemed to have abandoned service voluntarily without giving a due note and will be terminated from service immediately.
3. No notice of resignation from the service of the Company will be effective if given during the period when you are on leave and you will also not be entitled to proceed on leave during the Notice period.

• **Probation & Performance:** You will initially be on probation for six months during which your performance will be reviewed and on the same being found satisfactory you will be eligible for being confirmed. Otherwise, your probation period may be extended or your employment may be terminated without any explanation or compensation and without any notice period. Only on your confirmation, you will be eligible for other benefits that are normally applicable to permanent employees.

• **Transfer of Services:** Your services are transferable as the Management may deem it necessary from one branch/department to another within India in the same capacity or other. On such transfer, you will be governed by the terms and conditions and entitled to the benefits as per the rules of the company.

• **Acceptance of Gifts:** You shall not accept or undertake to accept either directly or indirectly any gifts, commissions or other favor of any kind what so ever in connection with your work which is prejudice to the interest of the Company without the prior knowledge of the Management of the company.

• **Bonus Payout:**

1. Based on your productivity, the company will pay you monthly productivity linked incentive as per the company's usual payroll cycle each month (subject to applicable tax deductions).
2. The monthly productivity linked incentive payable to you, is in lieu of profit based bonus in terms of Section 31 A of The Payment of Bonus Act, 1965. The company will ensure that you will also receive the minimum statutory bonus, as required under Section 31 A of The Payment of Bonus Act, which is typically paid out by September of the following year.
3. You agree and acknowledge that you are not entitled to any bonus/incentive payouts other than those mentioned above, either under applicable laws or as per your employment terms with the company.

• **Termination / Resignation:**

1. The Company shall terminate your employment without notice if it is ascertained that the information given by you in the application for employment and also on the declaration given by you orally in the interview, is false or mismatches the information relating to you.
2. The Company shall be at liberty to terminate your employment at any time without assigning any reason whatsoever by giving you 30 days notice in writing on that behalf or by paying in addition to the remuneration then due to you a sum equivalent to 30 days gross salary, as the case may be, excluding all incentives in lieu of notice.
3. You shall be at liberty to resign at any time by giving 30 days prior notice in writing in that behalf. In the event of your leaving the employment of the Company without giving notice/ not serving full notice, you shall be liable to pay to the Company a sum equivalent to 30 days gross salary/ short fall in notice period, as the case may be. However, it is the sole discretion of the Management to accept or reject such request for payment of salary in lieu of notice period.
4. Without prejudice to any of the rights and remedies which the Company may have against you the Company shall be entitled to terminate your employment forthwith without giving any notice whatsoever in case of any act of disobedience, fraud, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance or any other serious misconduct or negligence on your part or incompetence in the discharge of your duty, or breach of any of the terms of your employment.

V. Seshagiri Rao

• **Confidentiality** : You shall not under any circumstances during your employment or at any time after your resignation /retirement / termination for whatever reasons of your employment with the Company, except with prior sanction in writing of the Company, divulge the confidential and proprietary information of the Company to any third party, including the trade secrets, business plans, customer information and business or company information.

• **Consequences of Termination** :

Upon termination of your employment with the Company for any reason whatsoever, you shall immediately:

1. Hand overcharge to such person or persons as may be nominated by the Company in that behalf.
2. Surrender to the Reporting Supervisor or the Company's authorized representative all original or the copies of business documents, reproductions of any data, and correspondence either addressed to you by the Company or received by you for and on behalf of the Company and all items belonging to the Company and other documents, records, property and effects of the Company as may be in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
3. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise how so ever.

• **Retirement**: You shall retire from the Company's employment and your employment will terminate on your attaining the age of 58 years. Your Date of Birth as recorded with us at the time of your employment is 31-08-1998

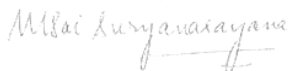
• **Additional Rules & Regulations**: In addition to the terms and condition of employment herein above mentioned, you shall also observe and comply with and shall be bound by rules, regulation and procedures which the Company may from time to time separately frame for observance and compliance by its staff and which will be communicated by the Company to you. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

• **Employment Verification**: The above offer is valid subject to the clearance of background verification (Reference Check, Academic Record Check, Prior Employment Check, Character Reference Check) by an Agency nominated by the Company or by the HR department of the Company.

We enclose this letter in duplicate and shall be obliged if you will kindly return to us the duplicate duly signed and dated by you in token of your acceptance of the offer, the said terms, and condition of employment on or before **09-09-2023**, failing which this offer will stand canceled.

While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For **Five Star Business Finance Limited**.



(**M Sai Suryanarayana**)

Chief People Officer



Statutory Bonus	942.00	11,304.00
CUG SIM	250.00	3,000.00
Total Benefits (C)	2,847.00	34,164.00
Total CTC (A + B + C)	16,046.00	1,92,552.00
D) Deductions :		
i) Employee Provident Fund	1,356.00	16,272.00
ii) ESIC	85.00	1,020.00
iii) Professional Tax	0.00	0.00
Total Deductions - D	1,441.00	17,292.00
Total Net Take Home Pay (A - D)	9,859.00	1,18,308.00

Note:

- i) You will be eligible for variable incentive of Rs.100/- per file for Vuyyuru branch and Rs.175/- per file for other branch.
- ii) Petrol allowance will increase or decrease based on change in market rate of petrol.
- iii) **Insurance :** a) You will be covered under Group Personal Accident Insurance for a Sum Insured Value of Rs.3 lacs per annum, as per Company's policy
b) You will be covered under the Group Medical Insurance cover for self and dependants (Spouse and Children [max 2 children]) for a Sum Insured Value of Rs.5 lacs per annum, as per Company's policy.
C) You Will be eligible for Life Insurance Cover under the EDLI scheme (Employees Deposit Linked Insurance Scheme)

Special Note:

PAN, Address proof and Date of birth proof are mandatory and have to be provided at the time of joining the Organisation.

I accept the terms and conditions as mentioned in the Offer Letter. My tentative date of joining will be __/__/__

Name: Valluru Seshagiri Rao

Signature: V. Seshagiri Rao

Place: VV Y Y U Y U

Date: 05-09-2023

Annexure 2



Particulars	Description
Productivity / TAT	To ensure files are completed and uploaded within 48 Hours consistently
Quality	Each verification / enquiries are to be done in line with companies policy To ensure there are no enquiry gaps resulting in account moving to NPA or quick arrears
Attitude	Not involved with any zero tolerant activity as defined by company from time to time No adverse audit comment during the year (covers both external and internal audit) Positive behaviour towards any process / policy change during the year

V. Seshuvaran Rao



Business Finance Limited

Offer of Employment

Date : 30-08-2023

Dear Kolusu Gopi Krishna ,
H No:1-1199, Marrivada,
Krishna Dist,
Andhra Pradesh - 521256.

Welcome to the Family of Five-Star Business Finance Ltd.

We are a Non-Deposit taking Non-Banking Financial Company registered with Reserve Bank of India. We have been successfully operating in the financial services space since 1984 and are currently engaged in providing small business and small housing loans to customers in urban, semi-urban and fast-growing rural geographies.

We have pleasure in offering you an appointment in our Company as "**ASSISTANT-CASHIER**". Your place of operation will be at our "**Vuyyuru**". The terms and conditions of your appointment will be as follows:

• Salary and Allowance:

1. You will be paid an Annual **CTC of Rs. 2,18,172.00 /-** (Rupees **TWO LAKH EIGHTEEN THOUSAND ONE HUNDRED AND SEVENTY TWO**) as detailed in the Annexure 1.
2. You will be eligible for PF in accordance with the relevant statutory rules.
3. You will be eligible for an annual increment which will be paid based on the recommendation made by your Reporting Supervisor / HOD after assessing your performance. The Company may at its sole and absolute discretion grant you such annual increment as it may think fit. It is however expressly understood that the company reserve itself the right not to grant such increment. Your cycle of annual increment will be during April every year, as per the company's policy.

• Duties and Obligations :

You shall:

1. Conduct yourself with decorum and shall efficiently and honestly discharge and perform all duties and functions pertaining to your employment as also such other duties as you may be required to perform from time to time by the Company, or by any duly authorized Officer of the Company, which are consistent with your employment in relation to the business of the Company.
2. Obey and comply with all lawful orders and directions given to you by the Company or by any person duly authorized by the Company on its behalf and faithfully obey all the rules, regulations and arrangements of the Company in force and applicable to you.
3. Give and devote your time exclusively to your duties with the Company and while serving the Company you shall not engage yourself directly or indirectly without the prior consent in writing of the Company with or without remuneration in any capacity, business or activity which the Company may in its sole discretion consider contrary to or inconsistent with the duties and obligations. Any violation, in this regard, will be treated as dereliction of duty and your services will be terminated without any notice.
4. You shall not, directly or indirectly, disclose to any person or any firm the name and addresses of any of the customers or clients of the Company or any other information pertaining to them in a manner that conflicts with or interferes in the business of Company as conducted with such customer.
5. Inform the Company at once of any act of dishonesty and/or any action prejudicial to the interest of the Company on the part of any person which may come to your knowledge.

• Working Hours & Leave :

1. You shall serve the Company during such daily hours of work as may be determined from time to time by the Company.
2. You will be entitled to leave as per Company's Leave Policy. If in case you absent yourself from the service of the Company without prior permission or overstay the sanctioned leave for 8 or more consecutive days, you will be deemed to have abandoned service voluntarily without giving a due note and will be terminated from service immediately.
3. No notice of resignation from the service of the Company will be effective if given during the period when you are on leave and you will also not be entitled to proceed on leave during the Notice period.

• **Probation & Performance:** You will initially be on probation for six months during which your performance will be reviewed and on the same being found satisfactory you will be eligible for being confirmed. Otherwise, your probation period may be extended or your employment may be terminated without any explanation or compensation and without any notice period. Only on your confirmation, you will be eligible for other benefits that are normally applicable to permanent employees.

• **Transfer of Services:** Your services are transferable as the Management may deem it necessary from one branch/department to another within India in the same capacity or other. On such transfer, you will be governed by the terms and conditions and entitled to the benefits as per the rules of the company.

• **Acceptance of Gifts:** You shall not accept or undertake to accept either directly or indirectly any gifts, commissions or other favor of any kind what so ever in connection with your work which is prejudice to the interest of the Company without the prior knowledge of the Management of the company.

• **Bonus Payout:**

1. Based on your productivity, the company will pay you monthly productivity linked incentive as per the company's usual payroll cycle each month (subject to applicable tax deductions).
2. The monthly productivity linked incentive payable to you, is in lieu of profit based bonus in terms of Section 31 A of The Payment of Bonus Act, 1965. The company will ensure that you will also receive the minimum statutory bonus, as required under Section 31 A of The Payment of Bonus Act, which is typically paid out by September of the following year.
3. You agree and acknowledge that you are not entitled to any bonus/incentive payouts other than those mentioned above, either under applicable laws or as per your employment terms with the company.

• **Termination / Resignation:**

1. The Company shall terminate your employment without notice if it is ascertained that the information given by you in the application for employment and also on the declaration given by you orally in the interview, is false or mismatches the information relating to you.
2. The Company shall be at liberty to terminate your employment at any time without assigning any reason whatsoever by giving you 60 days notice in writing on that behalf or by paying in addition to the remuneration then due to you a sum equivalent to 60 days gross salary, as the case may be, excluding all incentives in lieu of notice.
3. You shall be at liberty to resign at any time by giving 60 days prior notice in writing in that behalf. In the event of your leaving the employment of the Company without giving notice/not serving full notice as offered said, you shall be liable to pay to the Company a sum equivalent to 60 days gross salary/short fall in notice period, as the case may be. However, it is the sole discretion of the Management to accept or reject such request for payment of salary in lieu of notice period.
4. Without prejudice to any of the rights and remedies which the Company may have against you the Company shall be entitled to terminate your employment forthwith without giving any notice whatsoever in case of any act of disobedience, fraud, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance or any other serious misconduct or negligence on your part or incompetence in the discharge of your duty, or breach of any of the terms of your employment.

• **Confidentiality :** You shall not under any circumstances during your employment or at any time after your resignation /retirement / termination for whatever reasons of your employment with the Company, except with prior sanction in writing of the Company, divulge the confidential and proprietary information of the Company to any third party, including the trade secrets, business plans, customer information and business or company information.

• **Consequences of Termination :**

Upon termination of your employment with the Company for any reason whatsoever, you shall immediately:

1. Hand overcharge to such person or persons as may be nominated by the Company in that behalf.
2. Surrender to the Reporting Supervisor or the Company's authorized representative all original or the copies of business documents, reproductions of any data, and correspondence either addressed to you by the Company or received by you for and on behalf of the Company and all items belonging to the Company and other documents, records, property and effects of the Company as may be in your possession or custody pertaining to or connected with the business of the Company or any subsidiary, associate or affiliate of the Company.
3. Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, if any herein, the amount of any claims which the Company may have against you either under the terms of your employment or otherwise how so ever.

• **Retirement:** You shall retire from the Company's employment and your employment will terminate on your attaining the age of 58 years. Your Date of Birth as recorded with us at the time of your employment is 15-05-1998

• **Additional Rules & Regulations:** In addition to the terms and condition of employment herein above mentioned, you shall also observe and comply with and shall be bound by rules, regulation and procedures which the Company may from time to time separately frame for observance and compliance by its staff and which will be communicated by the Company to you. The Company shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.

• **Employment Verification:** The above offer is valid subject to the clearance of background verification (Reference Check, Academic Record Check, Prior Employment Check, Character Reference Check) by an Agency nominated by the Company or by the HR department of the Company.

We enclose this letter in duplicate, and shall be obliged if you will kindly return to us the duplicate duly signed and dated by you in token of your acceptance of the offer, the said terms and condition of employment on or before **06-09-2023** , failing which offer will stand cancelled.

While welcoming you to the family of Five-Star Business Finance, we take this opportunity to wish you all the very best to excel in your endeavors and to scale the Company to greater heights.

For **Five Star Business Finance Limited.**



(**M Sai Suryanarayana**)
Chief People Officer

Annexure 1

Business Finance Limited		Compensation Break-up	
Salutation			
Name	Kolusu Gopi Krishna		
Designation	ASSISTANT-CASHIER		
Location	Vuyyuru		
Compensation Break-up	Monthly (Rs.)	Annually (Rs.)	
A) Salary			
Basic + DA	13,181.00	1,58,172.00	
HRA	0.00	0.00	
Additional Weekend Allowance	0.00	0.00	
Special Allowance	0.00	0.00	
Scanning Allowance	0.00	0.00	
Minimum Guaranteed Incentive	0.00	0.00	
Gross Salary (A)	13,181.00	1,58,172.00	
B) Retirals			
Employer Provident Fund	1,582.00	18,984.00	
Gratuity	634.00	7,608.00	
Total Retirals (B)	2,216.00	26,592.00	

C) Benefits		
ESIC	428.00	5,136.00
Insurance	535.00	6,420.00
Leave Encashment 1st yr / 2nd yr subject to availability of leave balance to credit	879.00	10,548.00
Statutory Bonus	942.00	11,304.00
CUG SIM	0.00	0.00
Total Benefits (C)	2,784.00	33,408.00
Total CTC (A + B + C)	18,181.00	2,18,172.00
D) Deductions :		
i) Employee Provident Fund	1,582.00	18,984.00
ii) ESIC	99.00	1,188.00
iii) Professional Tax	0.00	0.00
Total Deductions - D	1,681.00	20,172.00
Total Net Take Home Pay (A - D)	11,500.00	1,38,000.00
Note:		
<p>i) Insurance : a) You will be covered under Group Personal Accident Insurance for a Sum Insured Value of Rs.3 lacs per annum, as per Company's policy b) You will be covered under the Group Medical Insurance cover for self and dependants (Spouse and Children [max 2 children]) for a Sum Insured Value of Rs.5 lacs per annum, as per Company's policy. c) You will be eligible for Life Insurance Cover under the EDLI schme (Employees Deposit Linked Insurance Scheme)</p>		
Special Note:		
PAN, Address Proof and Date of Birth Proof are mandatory and have to be provided at the time of joining the Organisation.		
I accept the terms and conditions as mentioned in the Offer Letter. My tentative date of joining will be <u> / / </u>		
Name: Kolusu Gopi Krishna	Signature:	
Place:	Date:	

89 . LOYA PAVANI

SRI SRINIVASA DEGREE COLLEGE, VUYYURU

(Sponsored by VIDYARANYA EDUCATIONAL SOCIETY)

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

(Affiliated to Krishna University)

VUUYURU – 521 165, Krishna Dt.

Date : 01-11-2021

SERVICE CERTIFICATE

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




PRINCIPAL

PRINCIPAL
Sri Srinivasa Degree College
VUYYURU - 521 165.

90 Goriparthi Sirisha

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 : 01-12-2021

SERVICE CERTIFICATE

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




PRINCIPAL

PRINCIPAL
Sri Srinivasa Degree College
VUYYURU - 521 165.

91 KOPURI SUBBA RAO,

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:

56. 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.

57. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs.290000/-** is mentioned in the Annexure-I.

58. 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' payslip 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: KOPURI SUBBA RAO

1. Previous Employment Provisional Form-16, if applicable, for Income Tax Calculation Purpose

m. Medical Certificate with Reports

59. 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.

60. 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,

Respectfully,

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi

92 Dokku veera siva srinivass rao

Sub:OfferandAppointmentLetter

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:

61. 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.

62. Remuneration:

Detailed compensation structure as Total Cost to Company **Rs.290000/-** is mentioned in the Annexure-I.

63. 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' payslips 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: D. Veera Siva Srinivasa Rao,

- l. Previous Employment Provisional Form-

- 16, if applicable, for Income Tax Calculation Purpose
- m. Medical Certificate with Reports

64. 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.

65. 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

93 VEERLA MANIKANTA,

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.8500/-per month during the training period.

03.After you submit M.Sc Provisional Certificate you will be paid a stipend of Rs.9000/-per month from the 1st of the following month.

04. After completion of the training period the company at its sole discretion may not offer employment and no trainee shall have the right to demand absorption in employment of the company.

05.You are required to give an undertaking to work in our organization for a minimum period of three years and shall also enter an Employee Non-disclosure/Confidentiality agreement with the company at the time joining .

06.You will be governed by the rules & regulations of the company and standing orders of the establishment as applicable to your category, which the company may prescribe from time to time.

07.Your training is liable for termination if it is found that the information furnished by you in your application for appointment is false or that you have willfully suppressed material information in your application.

08.You shall forthwith intimate any change in your residential address as and when any change takes place.

09.If you intend to leave the service of the company, you have to give two months prior notice in writing or notice Pay in lieu thereof, which may be modified and the same will be notified.

10.You should submit the following at the time of joining a)4 copies of post card size black & white group photo of the candidate with his / her dependent parents, and his / her spouse & children if married. b)4 copies of stamp size colour photo of the candidate.

C)Original Certificates of S.S.C,Inter ,B.Sc & M.Sc. d)Untill you submit your M.Sc Certificate you will be treated as a B.Sc. e)You should wear full shoes and goggles while reporting to training.

If the above terms and conditions are acceptable to you . You should intimate to us about your willingness to join in our organization with in 10 days on receipt of this letter.

If you fail to report to training with in the time,this offer will be treated as cancelled.

Yours faithfully,

For DIVI'S LABORATORIES LTD



K.SUBBA RAO

DEPUTY GENERAL MANAGER(P&A)

I understand the contents of the appointment order and I here by accept the terms and conditions mentioned herein.

94 P Kalpana

To,
Ms. Paruchuri Kalpana D/o Rajabau
HNO : 2-44
LandMark : Andhra Bank,
City/Village : Elamarru,
Post : Elamarru
Mandal : Pedaparupudi
District : Krishna-521148
Date: 15.07.2023
State: Andhra Pradesh.

Sub: Contract of Graduate Apprenticeship Training

Best wishes from Divi's Laboratories Limited!

1. With reference to your application and discussions had with you, we are pleased to offer you a one year Apprenticeship training under the Apprenticeship Act, 1961 and Apprenticeship Rules, 1992 in Production Department at Unit-1 situated at Lingojigudem Village, Choutuppal Mandal, Yadadri Bhuvanagiri District on the following terms and conditions.
2. You will be on Apprenticeship training for a period of one year from the date of reporting as an apprenticeship trainee and you will be paid a stipend of Rs .18000/- per month during your apprenticeship training period.
3. If you have acquired further skill set or completed any other course which may be required/relevant to the organization, you will be paid a stipend of Rs.22000/- per month from 1st of following month on submission of relevant certificates. The relevance of skill set/courses shall be at the sole discretion of management.
4. You will be required to undergo pre-training medical check-up at this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your apprenticeship training period. Your apprenticeship training will be terminated if you are not found medically fit.
5. Apprenticeship Training will be given at any one of the departments, branches & manufacturing units of the organization depending on the requirement at the sole discretion of management. If required, you may be asked to undergo apprenticeship training in shifts as well.
6. You shall be liable to be transferred/posted to any location, department & unit of the organization depending on the requirement for apprenticeship training. Upon such transfer, you will automatically be governed by the rules, regulations and other terms as applicable at such place.
7. If you intend to discontinue your training during the apprenticeship 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.
8. After completing your training the organization at its sole discretion may or may

not offer employment and no apprenticeship trainee shall have the right to demand absorption in employment of the organization.

9. You are entitled to seven casual and five sick leaves during your apprenticeship training period.
10. This contract of apprenticeship training is based on the information furnished in your application. At any given time if it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed then your apprenticeship training based on this letter of training is liable to be terminated without any notice or any stipend in lieu thereof.
11. You are always required to maintain the highest order of discipline and secrecy as regards the apprenticeship training of the organization. Any of technical / personal information which might come into your possession during continuance of your apprenticeship training in the organization shall not be disclosed, divulged or made public by you even thereafter.
12. You shall adhere to Organization's policies, procedures, rules, regulations, discipline and general work practices which are subject to change from time to time.
13. You shall forthwith intimate any change in your residential address as and when any change takes place.
14. Your apprenticeship training is liable for termination at any time without notice or enquire if you are found indulging in any misconduct.
15. Your progress in apprenticeship training is reviewed from time to time and if found unsatisfactory, your apprenticeship training will be terminated without notice.
You are required to submit the following at the time of joining.
 - a) For verification purpose, we need your original certificates of S.S.C, Inter, B.Sc. & M.Sc. and photocopies of the same.
 - b) Four passport size color photographs.
 - c) Four copies of postcard size black & white group photo of you along with your dependent parents, your spouse & children if married.
 - d) Photocopies of Latest Aadhaar with VID Number & PAN cards of you along with your father, mother, spouse, and children if married.
 - e) Photocopy of your SBI savings bank account passbook.
 - f) Your name, date of birth and father's name should be the same in Aadhaar card and PAN card as in your SSC marks list.
 - g) Get tested with RTPCR test for covid-19 and submit the report at the time of joining for duty.
 - h) Certificate of the covid-19 vaccination of two doses..
 - i) In case the terms and conditions of apprenticeship 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 apprenticeship training.

You shall join apprenticeship training in our organization within a week after completion of your final year examination including practical's. You shall bring all the graduation marks memo or Provisional certificate and submit the same at the time of joining for verification.

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

Your sincerely,

ForDIVI'SLABORATORIESLTD

K.SUBBARAO

GENERALMANAGER(P&A)

ACCEPTANCE

I understand the contents of the contract of apprenticeship training under Apprenticeship act, 1961 and Apprenticeship Rules 1992 and I hereby agree to abide by all the provisions made thereunder.

Signature: _____ Date: _____

95 Mr. T.V S Nagaraju

S/oSubba Rao
D.No:1-
901Kankipadu,Kri
shna,
KrishnaDist,AndhraPradesh5
21245 MobileNo:

DearMr. T.V S Nagaraju,

Sub:OfferandAppointmentLetter

Thishasreferencetoyourapplicationandthesubsequentinterviewyouhadwithus,weare pleasedtoofferyouanemploymentwiththefollowingTerms&Conditions:

66. Designation:

Youwillbedesignatedas“**JuniorExecutive**”,Grade“**G04**”,in**AnalyticalResearch&Development** Departmentbasedat**MSNLaboratoriesPrivateLimited-R&DCenter**Location.

67. Remuneration:

DetailedcompensationstructureasTotalCosttoCompany**Rs.290000/-** ismentionedintheAnnexure-I.

68. DocumentstobeSubmitted:

PleasebringallthefollowingdocumentsinoriginalwithPhotostatcopiesofthesameattheti meofjoining.

- a. PassportSizeColorPhotographs(Self)-7nos.andDependent-familymembersphotograph-1nos.each
- b. AllEducationalCertificatesandanyotherCertificatesrelatedtospecificTrainingand Skills
- c. AllPreviousEmploymentServiceCertificates/ RelievingLetters
- d. RelievingLetter/ServiceCertificateofyourCurrentEmployer
- e. Latestthreemonths'payslipsofCurrentEmployment
- f. LastSixmonthsBankStatementofCurrentEmployment
- g. AadhaarCard ofselfanddependentfamilymembers
- h. PANCard
- i. Passport/DrivingLicense
- j. Acancelledchequeleafofactivebankaccount
- k. PreviousEmploymentEPF(UAN)/ESIdetailsifany

- l. PreviousEmploymentProvisionalForm-16,ifapplicable,forIncomeTaxCalculationPurpose
- m. MedicalCertificatewithReports

69. MedicalFitness:

ThisOfferand Appointment is subject to your medical fitness, for which you need to undergo MedicalExaminationatCompany's DesignatedMedicalCenterasperAnnexure-III.

70. Terms&Conditions:

- a. Your employment is governed by thedetailed Terms&Conditionsfurnished inAnnexure-II.
- b. Asdiscussed,youneedtojoinusonorbefore**September04,2023**,failingwhichthis offerandAppointmentLetterstandswithdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of thisoffer letter as a token of your acceptance, by signing on the Xerox copy of this letter, mentioning your Date ofJoining.

PleasefeelfreetocontactMr.ShilpaDuttaContactNo.040-30438904EmailID:shilpadutta@msnlabs.comforfurtherclarifications,ifany.

WewouldliketotakethisopportunitytowelcomeyouintoourMSNfamilyandwishingyoualong&successfulassociationwithus.

Thankingyou,
u,Yourssincerely,

ForMSNLaboratoriesPrivateLimited

N B Sridevi

DrNBSridevi
DeputyGeneralManager-HR

July 25, 2023

**Mr. T.V S Nagaraju 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
A. Monthly Salary			
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
A-Monthly Gross Total	21667	260000	
B. Annual Benefits			
Leave Travel Allowance	0	0	Annual
B-Annual Benefits Total	0	0	
C. Statutory Benefits			
PF (Employer Contribution)	1800	21600	Monthly
ESI (Employer Contribution)	0	0	Monthly
Bonus/Ex-gratia	700	8400	Annual
C-Statutory Benefits Total	2500	30000	
D. Fixed Total Cost to Company (A+B+C)	24167	290000	
E. Gratuity (As per the Gratuity Act, 1972)	722	8658	
Total Cost to Company (D+E)	24889	298658	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

- 37. Coverage under Group Personal Accident Policy
- 38. Coverage under Group Term Life Insurance Policy
- 39. Coverage under Group Medical Policy (Self & Dependents - Spouse, Parents and 2 Children)

For MSN Laboratories Private Limited

N B Sridevi

Dr N B Sridevi
Deputy General Manager - HR

Annexure-II

TERMS&CONDITIONSOFTHEEMPLOYMENT

216. The effective date of joining shall not be later than **September 04, 2023**, failing which this offer and Appointment Letter stands withdrawn.
217. 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.
218. 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.
219. 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.
220. 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 amount 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 to be served by you as per the above mentioned company policy.
221. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
222. 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 endeavor 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.
223. 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

224. 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.
225. 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.
226. 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.
227. 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.
228. 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.
229. 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

230. 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.

231. 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.
232. 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.
233. 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

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:

Madala Subrahmanyeswara Rao
Secretary & Correspondent



VISWASANTHI
EDUCATIONAL SOCIETY
(Regd. No. : 28/79)

APPOINTMENT ORDER

Dt: 04/05/22
DATE:

Mr/Mrs/Ms. RAVURI ANUSHA CHOWDARY
S/o / D/o R LAXMAN RAO

has been temporarily appointed as CLASS INCHARGE. He/She will be paid a consolidated salary of Rs. 20000/- 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 20/06/22

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
Managing Director 4.5.22

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 : 02-11-2023

SERVICE CERTIFICATE

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




PRINCIPAL

PRINCIPAL
Sri Srinivasa Degree College
VUYYURU - 521 165.



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	leelaranivadlapalle	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)
Machilipatnam, Krishna District

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 02-02-2021 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	kodalirrinivasarao	Mohan Spintex	10000
2	pourohithulasrinivas	Mohan Spintex	10000
3	bethivenkatesh	Mohan Spintex	10000
4	s.padma	Teamlease	12000
5	g.sivanagu	Hero Moto Corp	12000
6	junapudi.kartheek	Teamlease	12000
7	M.AMANI	Teamlease	12000
8	Malina Begum	Teamlease	12000
9	T.Mahesh Babu	Teamlease	12000
10	ChillaSateeshkumar	Mohan Spintex	10000
11	Palli Sharon	Teamlease	12000
12	Chappidi Rahul	Hero Moto Corp	12000
13	GurramPremkumar	Teamlease	12000
14	LakkojuSurendra	Teamlease	12000
15	A.rameshbabu	NavathaTrasport	10000
16	B.suresh	Teamlease	12000
17	Peripirathakararao	Mohan Spintex	10000
18	Y Nazeem	Teamlease	12000
19	N V chalapathi Babu	Mohan Spintex	10000
20	N ajay	Mohan Spintex	10000

Yours sincerely


Sri Kiran Reddy
District Skill Development Officer (DSDO)
Andhra Pradesh State
Skill Development Corporation (APSSDC)
Machilipatnam, Krishna District
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 26-04-2021 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	P Suresh	NavathaTrasport	9000
2	DundiAdithya	Teksaa Services	11000
3	Lakshmi ParimalaPodugu	Quess Corp.	11000
4	CH.Ajantha Sandhya mani	Quess Corp.	11000
5	KodamanchiliPavani	Quess Corp.	11000
6	Kodamanchili Geetha Krishnaveni	Quess Corp.	11000
7	Chennu.Navaneetha	Raising Star	11000
8	N Gayatri	Teksaa Services	11000
9	A Prasanth	Teksaa Services	11000
10	B Gayatrisivaagasailleela	Quess Corp.	11000
11	P Naga Bhushan Rao	Quess Corp.	11000
12	L Gopi Yadav	NavathaTrasport	9000
13	G.rajesh	NavathaTrasport	9000
14	Ch Kumar	NavathaTrasport	9000

Yours sincerely


District Skill Development Officer (DSDO)
Andhra Pradesh State
Skill Development Corporation (APSSDC)
Machilipatnam, Krishna District
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 07-08-2021 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	MedamVenkataramana Reddy	Hetero Drugs	12000
2	Kali Raja Naveen Kumar	Hetero Drugs	12000
3	GoriparthiDattaVeera Hanuman	Hetero Drugs	12000
4	ItlaSusmitha	Navata Road Transport	9000
5	SavadapuEswar	Navata Road Transport	9000
6	Kancherla Sekhar Babu	Navata Road Transport	9000
7	ChoppalaDieep Chandra	Navata Road Transport	9000
8	JinkalaNagarjuna Reddy	Navata Road Transport	9000
9	Chinna Raja Kovvuri	Navata Road Transport	9000
10	Naga Sai poornaTejaMahanki	Navata Road Transport	9000
11	JorgieSateesh	Navata Road Transport	9000
12	Chivuganigopi	Navata Road Transport	9000
13	KukkalaLokesh	Navata Road Transport	9000
14	Bnadi Vinay	SBI Cards (Quess Corp.)	12000
15	Yamini Vuyyuru	SBI Cards (Quess Corp.)	12000

Yours sincerely


District Skill Development Officer (DSDO)
Srinivasa Rao
Andhra Pradesh State
Skill Development Corporation (APSSDC)
Machilipatnam, Krishna District
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 16-09-2021 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	KommuPrasanna Kumar	Airtel Payment Bank	11000
2	NimmagaddaPushpasri	RSMIPL	11000
3	NerusuBhanu	RSMIPL	11000
4	ChSyamsri	RSMIPL	11000
5	G SanthiPrasanna	Srinivasa Tractors	10000

Yours sincerely


Srinivasa Rao S,
District Skill Development Officer (DSDO)
Pradesh State
Skill Development Corporation (APSSDC)
Machilipatnam, Krishna District
APSSDC -Machilipatnam,
Krishna District.
Cell No: 9030964638.

**AG & SG SIDDHARTHA COLLEGE OF ARTS & SCIENCE (AUTONOMOUS),
VUYYURU.Students Admitted in the Academic Year : 2020-21**

Sno	RollNo	Name of The Studer	Higher Education	Name of the College
1	20MCS301	AKundan Kumar	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
2	20MCS302	Bachula Lavanya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
3	20MCS303	Bandrapalli Anuhya	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
4	20MCS304	ChVinaysai	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
5	20MCS305	Deevi Madhava	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
6	20MCS306	Lakshmi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
7	20MCS307	K Sai Chandu	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
8	20MCS308	Katta Sudhakar	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
9	20MCS309	Katuri Naga Rani	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
10	20MCS310	K John Wesley Paul	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
11	20MCS311	Kolusu Siva Krishna	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
12	20MCS312	Kurapati Lakshmi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
13	20MCS313	MPraveen Kumar	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
14	20MCS314	Mandapaka Tarun Sai	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
15	20MCS315	M Anantha Sarma	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
16	20MCS316	N.Vijaya Lakshmi	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
17	20MCS317	P. Ashok	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
18	20MCS318	Durga	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
19	20MCS319	P V Venkata Chinna	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
20	20MCS320	Rampati Naga Mallika	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
21	20MCS322	T Kalyan Gurudatta	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
22	20MCS323	VNP M Prasad	M.Sc.Computer Science	A.G & S.G SIDDHARTHA COLLEGE
23	20CH101	Arepalli Pooja Sri	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
24	20CH102	Dimmeta Murali Krishna	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
25	20CH103	Gandrapu Ravi Kishore	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
26	20CH104	Gopisetry Ramu	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
27	20CH105	Gorintla Nagendra Babu	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
28	20CH106	Gorkipudi Sasi Kumar	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
29	20CH107	Gummadi Teja Venu Ge	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
30	20CH108	Jonnalagadda Sambasiv	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
31	20CH109	Karumuri Teja Sri Laks	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
32	20CH110	Kodali Vijay.	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
33	20CH111	Kolusu Siva Rama Kris	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
34	20CH112	Kondaveeti Satyavathi	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
35	20CH113	Kotte Tejaswi	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
36	20CH114	Kukkala Mounika	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
37	20CH115	Malla Lokarjunarao	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
38	20CH116	Munagada Chandra Var	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE

39	20CH117	Pamula Keertana	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
40	20CH118	Peddiboyina Veera Ven	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
41	20CH119	Pothuboina Naga Balaji	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
42	20CH120	Suddhapalli Thrinadh	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
43	20CH121	Tenali John Micheal	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
44	20CH122	Tummala Prasad Babu	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
45	20CH123	Venigalla Pavan Siva Sa	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
46	20CH124	Vinukonda Nithin	M.Sc. Organic Chemistry	A.G & S.G SIDDHARTHA COLLEGE
47	20COM201	Abdul Ziaur Rahaman	M.Com	A.G & S.G SIDDHARTHA COLLEGE
48	20COM202	Bana Ramakrishna	M.Com	A.G & S.G SIDDHARTHA COLLEGE
49	20COM203	Chatla Raja Babu	M.Com	A.G & S.G SIDDHARTHA COLLEGE
50	20COM204	Ch.C Jenni Babu	M.Com	A.G & S.G SIDDHARTHA COLLEGE
51	20COM205	Chokka Ajay Babu	M.Com	A.G & S.G SIDDHARTHA COLLEGE
52	20COM206	J Jeevana Saraswathi	M.Com	A.G & S.G SIDDHARTHA COLLEGE
53	20COM207	J Venkateswara Rao	M.Com	A.G & S.G SIDDHARTHA COLLEGE
54	20COM208	KHema Renuka Kumar	M.Com	A.G & S.G SIDDHARTHA COLLEGE
55	20COM209	Krishna	M.Com	A.G & S.G SIDDHARTHA COLLEGE
56	20COM210	Kumpati Suresh	M.Com	A.G & S.G SIDDHARTHA COLLEGE
57	20COM211	Kumpati Vamsi	M.Com	A.G & S.G SIDDHARTHA COLLEGE
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59	20COM213	Mohammad Ashfaque	M.Com	A.G & S.G SIDDHARTHA COLLEGE
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63	20COM217	Valluru Kalyan	M.Com	A.G & S.G SIDDHARTHA COLLEGE
64	20COM218	Kumar	M.Com	A.G & S.G SIDDHARTHA COLLEGE

D. Balash
Principal

224 .D.Deepika

Y.V.RAO SIDDHARTH COLLEGE OF EDUCATION
KANURU, VIJAYAWADA - 520 007, Ph:0866 - 25833
E - MAIL: YVRAOSIDDHARATHA@GMAIL. CC

IDENTITY CARD



Name : D.DEEPIKA
Roll No : YE.B-16
Date Of Birth: 14 - 04 - 1999
Blood Group: A⁺ VE
Validity : 2020 - 2022

S. S. Ramani
Signature Of The Principal

**Address : D/No.14-120/1,5th Ward,
Church Street, Vuyyuru,
Cell:9441035442.**

Krishna University Results		Date: 19/Mar/2022				
BEEd 2020-2021 Net Results-19032022						
Roll No	Y20BED239018					
Student Name	DEVARAPALLI DEEPIKA					
Course	BED					
College	Y.V. RAO SIDDHARTHA COLLEGE OF EDUCATION (239)					
Sub Code	Sub Name	Ext Marks	Ext Flag	Int Marks	Int Flag	Status
1101*115	PHILOSOPHICAL FOUNDATIONS OF EDUCATION	50	P	17	P	--
1102*115	PERSPECTIVES IN CHILD DEVELOPMENT	58	P	18	P	--
1103*115	ICT FOR ENRICHING TEACHING & LEARNING	52	P	17	P	--
1105*115	PEDAGOGY OF BIOLOGICAL SCIENCES	25	P	8	P	--
1108*115	PEDAGOGY OF ENGLISH	23	P	8	P	--
PRACT	EXTERNAL PRACTICALS	90	P	--	--	--

225. J.Deepthi

 **IDENTITY CARD** PH: 222107
S.P.M.H.COLLEGE OF EDUCATION
MACHILIPATNAM-521001



NAME : J. DEEPTHI
ROLL NO : Y21BED172051
METHODS : BIOLOGY / ENGLISH
ACADEMIC YEAR : 2021-2023

V. V. Sailaja
PRINCIPAL

ACHARYA NAGARJUNA UNIVERSITY

008573



00019

Regd. No.

Y21ES20021

PROVISIONAL CERTIFICATE

This is to Certify that **VELIGARAPU JANAKI**
S/o-D/o : VELIGARAPU RATTIAIAH

has qualified himself / herself for the Degree of Master of

IN ENVIRONMENTAL SCIENCE

SCIENCE

in this University, he/ she having been declared to have passed the Examination

prescribed therefor held in **JUNE-2022** *in* **FIRST** *class*

CGPA : 8.12, GRADE : 'A' WITH DISTINCTION

and that he/she has done all that is necessary for the formal presentation

for the Degree of **MASTER OF SCIENCE**

Nagarjuna Nagar

Date

16-11-2022

PRINCIPAL

ACHARYA NAGARJUNA UNIVERSITY COLLEGE OF SCIENCES

Acharya Nagarjuna University

Nagarjunanagar, Guntur-522 510

Signature of the Principal
with Seal

For Controller of Examinations

227. V.Bhargavi

ACHARYA NAGARJUNA UNIVERSITY

008574



00020

Regd. No. Y21ES20022

PROVISIONAL CERTIFICATE

This is to Certify that VOLETI BHARGAVI
S/o-D/o : VOLETI NAGA RAJU

has qualified himself / herself for the Degree of Master of SCIENCE
IN ENVIRONMENTAL SCIENCE

in this University, he/ she having been declared to have passed the Examination

prescribed therefor held in JUNE-2022 *in* FIRST *class*

CGPA : 8.17, GRADE : 'A' WITH DISTINCTION
and that he/she has done all that is necessary for the formal presentation

for the Degree of MASTER OF SCIENCE

Nagarjuna Nagar

Date 16-11-2022

K. Gangadhar M
23.11.22

P. Harsh

Signature of the Principal
PRINCIPAL
UNIVERSITY COLLEGE OF SCIENCES
Acharya Nagarjuna University
Nagarjunanagar, Guntur-522 510

For Controller of Examinations

228 .Ch. Vimala Kumari



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Since 1976 **NAAC 'A'** ISO 9001:2015

Home - RESULTS

Hall Ticket Number : Y21HR20005
Student Name : CHINTHAGUNTA VIMALA KUMARI
Father Name: CHINTHAGUNTA SISINDRIBABU
COURSE: M.H.R.M. III SEMESTER REGULAR EXAMINATIONS FEBRUARY-2022 RESULTS
Object Code:

Subject Code	Marks Obtained	Pass/Fail	Grade
HRM3.1.20	82	P	A
HRM3.2.20	85	P	A
HRM3.3.20	90	P	O
HRM3.4.20	81	P	A
HRM3.5.20	83	P	A
HRM3.6.20	88	P	A
PRACT1	48	P	O
VIVA	47	P	O
MDOCS3	84	P	A

Remark 1 Last Date to Apply Revaluation/Personal Verification/Xerox Copy of AB Date : 09/05/2022, To Submission to PG Co-Ordinator Last Date : 12/05/2022

Remark 2 Revaluation Fee Per Each Paper : Rs. 1350/- , Personal Verification/Xerox Copy of Answer Booklet : Rs. 1500/-

Remark 3 Student Name/Father Name verify, as per S.S.C, if any correction inform within 7 days.

Remark 4

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