



Date: 27-May-2022

Mr. Yashwara Mahesh  
A1, 1/3 Yashwanth Colony, Chinthalu Agraharam,  
Kata Kani, Palle, Prakasham,  
Seshachalapathi - 524111.

Dear Mr. Yashwara Mahesh,

With reference to your application, the Management is pleased to engage you as a Graduate Engineer Trainee in Production Department on the following terms and conditions in our factory:

1. You will be provided training for a period of 24 months from 27-May-2022 to 26-April-2024 and your training program will automatically cease at the end of the aforesaid period. On successful completion of your training, you will be provided with necessary training program certificate for your academic record.
2. You will be reporting to Head - Production Department or the competent authority that you will be informed by your department HOD.
3. You will be paid stipend amount of Rs.14,000 per month during the period of training.
4. All payments will be prorated to the number of days present i.e., your stipend will be paid based on your daily attendance.
5. You shall devote full concentration in the training imparted to you, be punctual and if the management feels your performance in training is not satisfactory, it shall be enough cause for termination.
6. During the period of training, if your performance is not satisfied the training facility may be withdrawn at the discretion of the Management without giving any notice.
7. You will have to work in shifts and as per rules and regulations of the management that may be in force or to be introduced during the period of your training.
8. Any matter pertaining to the company or that you may come across during the nature of work shall be kept confidential by you. You will be responsible for the tools and other property given to you during the training and shall be returned in good condition on expiry of the training.
9. During the training, you shall undergo medical examination at the discretion of the management and your continuation in training shall be subject to medical fitness.
10. During the period of training, you shall undergo training in various departments, Branches factories in India or abroad, in parent company or in any other unit where the Management may have interest and the management never assures for any employment obligation on successful completion of the training program imparted to you.
11. You must complete the 12 months training with us to get certificate.

We welcome you to the organization and wish you a fruitful association with us.

This letter is given in duplicate. You are advised to return the duplicate of this letter duly signed as a token of acceptance of the above terms and conditions.

YOGANANDA REDDY

Deputy Manager-HR & Admin

Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETTURIVARI PALEM  
Narasaraopet (H.O), Guntur Dt. .

Y. Mahesh

Accepted by

Plot No.14B, APIC INDUSTRIAL PARK, AMMAVAOUPALLI, PENUKONDA,  
ANANTAPUR(D), ANDHRAPRADESH  
CIN: U28304AP2017FTC106913



Ref. : Kiya.ai/Offer/9233/23-24/9233

Date : July 4, 2023

**Mr Kambagouni Sunil Kumar**

4/509-1, Venkateswara Peta, Proddatur, Proddatur, Cuddapah, Andhra Pradesh - 516360

Dear Kambagouni Sunil Kumar,

Sub: Letter of Offer

With reference to your application and the subsequent discussions that we had, We are pleased to offer you a position with us, we take pleasure in confirming our offer to you as follows:

Designation : Associate Consultant

Grade : B

Compensation : You shall be entitled to an all inclusive annual gross compensation of Rs. 750000/- (Rs. Seven Lakh Fifty Thousand Only) per annum enclosed in Annexure-I providing details of your annual gross compensation along with the terms & conditions. The Compensation structure is subject to change from time to time.

Expected Date of joining : Not later than - July 10, 2023

Job Location : Mumbai

Probation : You will be on probation for a period of upto six months and would be confirmed upon successful feedback of your probation based on your performance.

On successful completion of joining formalities, you would be issued a formal appointment letter within 7 days from your date of joining. The appointment letter would provide you details on your compensation & the terms and conditions of employment.

**Undertakings:**

- A) You undertake that there are no claims of damages or legal actions of any nature instituted against you by any of your colleges graduated from / previous employers. Neither the colleges you have graduated from, nor your previous or current employer/s have instituted any action against you on account of any criminal activity, mis-appropriation of funds, operating in concert with competitors, undertaking dual profession, claims on loss or damage to company's property, harassment of co-workers etc. You further undertake that no legal cases of above nature have been instituted against you in past or currently in progress even in your personal capacity. You confirm that you have adequately declared any such information prior to you accepting this offer.

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Registered Office: Infracore Technologies Limited, Unit No. 86 & 87, 1st Floor SDF III,

SEEPZ SEZ, Andheri (E), Mumbai - 400096 India. Tel: 022 6776 4000 | Fax: +91-22-6776 4040 | CIN:U72900MH1995PLC135094

- B) You are required to undergo pre-employment health check-up prior to joining. In addition you confirm that you have adequately declared in writing any kind of a medical problem which you may have had in past or present, prior to you accepting this offer.
- C) You undertake that you have not been involved with drug abuse or have not been suffering problems with alcoholism. You confirm that any such history has been adequately disclosed by you to the company in writing prior you are accepting this offer.

Enclosed is our "Confidentiality & Non-Disclosure, Non-Solicitation, Non-Compete and Limitation of Liability Agreement" with the company. This agreement is an integral part of our offer letter, and you are bound to the undertakings of the same even before joining the company, if you are accessing any internal information about the company or made privy to the same.

This offer is valid, subject to:

- No adverse change in business plans of the company
- The above undertakings proven true on accepting the offer & during the tenure of your association with the company
- All details furnished by you being proven true.
- Satisfactory medical fitness certificate provided by you.
- Clearance of your Background Verification (includes Identity, Education, Employment, Criminal Court, Address & Global Database Check) from our contract agency.

Kindly confirm your acceptance by signing the duplicate of this letter.

Thanking you,

Yours sincerely,

**For Infracsoft Technologies Limited**

  
**Sonali Bhawe**  
Global Head - Human Resources

Received & Accepted

**Kambagouni Sunil Kumar**  
Date: July 4, 2023

**UNDERTAKING:**

I confirm that I have read & understood the above terms & conditions of offer and accept the same. I will join on or before July 10, 2023, failing which this offer stands terminated and Infracsoft Technologies Limited (Rebranded as Kiya.ai) would bear no liability of any nature whatsoever towards me.

**Kambagouni Sunil Kumar**

Date: July 4, 2023

Encl: Annexure I: Cost to Company Sheet  
Annexure II: List of documents for submission

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**Annexure II: List of documents for submission**

**Documents for Joining (Self-attested scanned copy required)**

1. One recent formal White background passport sized photograph
2. Standard X & XII OR Equivalent mark sheets & certificates
3. Degree/Graduate OR Equivalent mark sheets for all semesters, certificates, convocation certificates
4. Postgraduate OR Equivalent mark sheets for all semesters, certificates, convocation certificates
5. Letter from University for Medium of Instruction (Letter from the university that the Graduate & Postgraduate [wherever applicable] degree was taught in English)
6. Certificates for any technical or professional courses undertaken / any training programs undertaken & completed
7. Resignation Acceptance Letter / Relieving letter from the immediate previous employer
8. Experience letter/Service Certificate mentioning period of employment for all previous employers
9. Authenticated Provisional Form 16/TDS certificate of current Financial year or detailed salary certificate from immediate previous employer
10. Medical certificate of fitness
11. PAN card
12. Passport
13. Aadhaar Card/Aadhaar Enrollment card

**Documents for KYC for Provident Fund (Self-attested scanned copy required)**

1. Cancelled cheque leaf mentioning your name, Bank account no. and IFSC code (You can provide cheque leaf for salary or non-salary saving bank account)
2. PAN card
3. Aadhaar card

Please note that all the above documents are required to be submitted in original for verification and the same shall be returned to you immediately.

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11/16/2021

Balam Mounika

Dear Balam,

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, Nov 17, 2021 11:55 GMT+05:30

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 - 560100 Karnataka, India  
CIN: U72300KA2000PTC026968 | T +91 80 33862147 | www.dxc.technology

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PETLURIVARI PALEM  
Narasaraopet (Midi), Guntur (Dr .

**NTT DATA Information Processing Services Private Limited**  
(Formerly known as Dell Business Process Solutions India Private Limited)  
Plot No. 7, Sector 144 & 125  
Noida 201306, Uttar Pradesh, India  
Tel: +91.120.620.2081

**NTT DATA**  
Services

Date: June 15, 2022

**NANABALA HAREESH**  
NOIDA  
INDIA

**LETTER OF APPOINTMENT**

Dear **NANABALA HAREESH**,

Congratulations! We have pleasure in making an offer to you for the post of Information Technology Senior Associate-NOIDA. We expect you to join the company on or before **June 24, 2022**. You will be a part of the NTT DATA Information Processing Services Private Limited, ("NTT DATA") legal entity.

We believe that our employees form the basis of our success and are therefore our most valued assets. Accordingly, we have always believed in giving them the very best work environment and facilities that allows them to deliver results to their full potential. You can look forward to the same when you join us!

The other terms & conditions of your service are attached in the annexures.

We look forward to a long and mutually satisfying association with you and hope you find the atmosphere challenging and invigorating to realize your potential

Please sign the duplicate copy of this letter and return it to us as a token of your acceptance of the terms and conditions of employment offered to you. You can hand this over to the relevant authority on the day of joining.

Regards,

**VINOD KUMAR**

**NTT DATA**

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CIN: U72900KA2011PTC060769 | [www.nttdataservices.com](http://www.nttdataservices.com)

Regd. Office: NTT DATA Information Processing Services Private Limited  
Plot 123, EPIP Phase II, Whitefield Industrial Area, Bangalore, Karnataka 560066, India

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Narasaraopet (Mdi), Guntur (Dt)

## Annexure - A

Compensation and Benefits			
Name	NANABALA HAREESH		
Designation	Information Technology Senior Associate	Grade	5
Joining Date	June 24, 2022	Location	NOIDA
Fixed Compensation (A)			
Group 1		Monthly (₹)	Annual (₹)
Basic Salary		₹ 11,667	₹ 140,000
Group 2 (Allowances)			
The Flexible Compensation Plan (FCP) includes:			
House Rent Allowance			
Leave Travel Allowance			
Children Education Allowance			
Children Hostel Allowance			
Professional Development Allowance		₹ 15,539	₹ 186,469
Meal Pass			
National Pension Scheme			
Fuel & Maintenance*			
Special Allowance			
Group 3 (Retirals)			
Provident Fund (12% of Basic Salary) Employer's Contribution		₹ 1,400	₹ 16,800
Gratuity (4.8% of Basic Salary as per the provisions of the payment of Gratuity Act 1972).		₹ 561	₹ 6,731
<b>Total Fixed Compensation (Group 1 +Group 2+Group 3)</b>		<b>₹ 29,167</b>	<b>₹ 350,000</b>
Variable Compensation (B)		PEP	
Annual potential discretionary variable incentive**	Min	Maximum	
	0%	11.00%	
	₹ -	₹ 38,500	
Annual earning potential including fixed compensation	₹ 350,000	₹ 388,500	
Additional Benefits (C)			
Employer Contribution towards Employee Health Insurance (GMC)***	₹	8,000	
Remote working allowance****	₹	9,600	
<b>Annual total benefits Cost</b>	₹	<b>17,000</b>	
<b>Total Compensation (Maximum cost to the company)</b>	₹	<b>4,06,100</b>	

\* PF contribution: If your basic salary is less than INR 15,000 per month, then for the purpose of PF computation and contribution, the sum total of basic salary and undeclared portion of the Special Allowance will be considered up to the extent of INR 15,000 per month. If your Basic salary is Rs. 15,000 or more, the PF contribution will be calculated on Basic Salary only.

\*\* You are eligible for the annual discretionary variable incentive pay as per the program ("PEP") in accordance with the terms and conditions of the applicable program assigned to you based on your job and business unit. The annual discretionary variable incentive pay may differ as it will be funded and paid based on the Company's performance and individual performance and subject to the terms and conditions of the program applicable at that time. The annual discretionary variable incentive pay stated above may be withdrawn, changed or modified by the Company at its sole discretion, from time to time and will be notified to you as per the Company policy.

\*\*\*There is no reimbursement of amount as this is a benefit provided by the Company to its employees and the premium payable towards the insurance will be borne by the Company which is subject to change year on year. Benefits under this Insurance Policy will be as per the rules of the insurance company.

\*\*\*\*This is applicable only for employees up to grade 11 where Company at its sole discretion allows or requires certain employees to work remotely on a formal basis and if the position is conducive to such an arrangement."

Please note that only your total fixed compensation will be visible in our internal navigator system and the variable/additional benefits will be as per the company policy/program.

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Principal

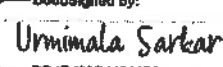
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<b>Medical and Insurance Benefits</b>
<b>Hospitalization Insurance</b> You are covered under the Group Hospitalization Insurance Policy which covers self and eligible dependents for a maximum benefit of INR 3,50,000.
<b>Personal Accident Insurance</b> You are covered under the Personal Accident Insurance for self as per Company policy.
<b>Group Life Insurance Scheme</b> You are covered under the Group Life Insurance for self as per Company policy.
<b>Other Benefits</b>
<b>Discretionary Advance against Salary</b> On confirmation, you will be eligible for discretionary salary advance upto a maximum of six (6) months basic salary for taking care of any medical emergencies for self and family members, as per the Company policy.
<b>House Deposit Advance</b> You are eligible for house deposit / advance upto a maximum of 10 months' rent or 6 months HRA or actual advance payment whichever is lower, as per the Company policy.
<b>Salary Advance</b> On confirmation, you will be eligible for salary advance up to a maximum of one (1) month's gross salary for taking care of any personal emergencies for self, as per Company policy.

The above are subject to the policies of the Company, as applicable from time to time.

Yours sincerely,  
FOR NTT DATA Information Processing Services Private Limited

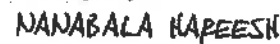
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**URMIMALA SARKAR**

**DIRECTOR - TALENT ACQUISITION**

I agree and accept employment on the terms and conditions mentioned in the letter. I shall be reporting to work on \_\_\_\_\_.

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

Date: June 15,2022

DocuSigned by:  
  
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Annexure - 1

**Other TERMS AND CONDITIONS OF EMPLOYMENT**

- Your total compensation and benefits will be as per the enclosure as in Annexure-A. All the tax liabilities on the entire compensation, at present or in the future, shall be borne by you. The compensation is at a cost to company basis.
- Upon joining the Company, you will be undergoing a training program anywhere in India at the Company's discretion at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. Please note that the continuation of your employment is subject to successful completion of your:
  - o Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
  - o Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.
- Additionally, you will be on probation during the first six (6) months of your joining the Company. You would be confirmed in the services of the Company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period might be extended as per the discretion of the Management.
- Training: The Company may also send you to a location of its choice until the SEZ unit is ready for occupancy or to any location abroad for the purpose of specific skills training relevant to your employment with the Company. If your employment with the Company ends for any reason within the first twelve (12) months of the company sending you abroad for specific skills training, you will be required to repay to the Company, all of the costs paid to you or incurred on your behalf for this training.
- Your role, duties and responsibilities will be as assigned to you from time to time by your assigned supervisor(s) as authorized by the Company. You agree to serve the Company faithfully and perform such duties as may be entrusted by your assigned supervisor(s) as authorized by the Company from time to time.
- Transfer to Other Locations: Your services may be transferred to any one of our Associate/Group companies or Units in India or Overseas to carry out any assignment arising out of the Company's business including transfers to any of its offices (or locations of its customers) in India or abroad on terms and conditions as applicable to such transfers. If this results in a change of your service conditions, the Company will issue you a prior communication of the same.
- Joining costs/expenses: The Joining Costs, as defined in Annexure 2, if applicable, will be paid to you along with your first month's salary. If your employment with Company ends for any reason within the first 12 months of joining, other than a termination without cause by the Company, you will repay the Company, all of the joining costs paid to you or paid on your behalf.
- During the term of your employment you agree to devote your entire energy, full and undivided attention exclusively to provide services to the Company/ its clients and commit that you will not represent, handle

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Internal

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or otherwise undertake any other business activity, it being clearly understood that you will devote your full working time exclusively to the Company's work and business. You will not carry on, without prior permission in writing, any lecturing or any business, either alone or in partnership, or be directly or indirectly employed or be concerned with any business, trade or profession whatsoever as a principal or an agent or otherwise, take up any office or place/ position of profit or serve any other company as an agent/ partner/ employee or in any other capacity during the term of your employment with the Company. Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.

- You agree and represent to the Company that you are not subject to any other existing contract, which would affect or impede your ability to perform in accordance with this letter.
- This agreement may be terminated by providing a notice in writing on either side or salary in lieu of such notice. As per the Company's current policy, the notice period is 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Your relieving from the services however, depends on the satisfactory completion of any assignment(s) you are working on during the said notice period and the completion of hand over formalities as defined by your supervisor. Please bear in mind that the Company's policies (including the one pertaining to notice period / separation) are subject to changes from time to time and you will be communicated of those changes in a timely manner.
- The Company, at its discretion can waive the applicable notice and relieve you immediately upon paying you the base salary in lieu of the said notice period or can ask you to continue in service during the period of notice and need not necessarily accept salary in lieu of notice from you. The Company may, however terminate your services without any notice or compensation in the event of:
  - You remaining absent from work without authorization or reasonable explanation for more than three (3) consecutive days. It would be considered as voluntary abandonment of duties and your name would be struck off from the rolls. Further, you will be liable to pay the Company, including without limiting, an amount in lieu of the notice period.
  - Incompleteness of documents or misrepresentation of facts provided during the hiring process. Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
  - Further, in addition to termination without any notice or compensation, the Company shall have the right to claim from you the damages equal to the amount spent by the Company in recruiting you and for conducting your background verification. You agree that the damages are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.
  - Any breach or refusal to carry out your duties or responsibilities assigned to you by those in authority.
  - Any reasonable suspicion of misconduct, disloyalty, commission/omission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- It is hereby agreed by and between the parties that in case you leave the services of the Company out of your own will without serving on the Company the prescribed written notice or salary in lieu thereof, the same shall constitute a substantial breach. In such event, you agree that all sums advanced or to be advanced hereafter or paid or otherwise expended on your behalf or on your account and any other expenses lawfully incurred by the Company in connection with your probation/ training/ employment shall be paid back by you to the Company.

- Upon joining the Company you shall enter into the confidentiality undertaking as a condition of your employment hereunder. Upon the termination of your employment, you will return to the Company all papers, notes, records, documents and other properties that was used created or controlled by you or happened to come across or become known to you during your tenure of service relating to the business or affairs of the Company or any of its associated or branches or their clients and will not retain any copies or extracts of the same.
- You will be entitled to leave and other fringe benefits as per the policies of the Company that may be in effect from time to time.
- The Company is a member under the Provident Fund scheme and registered under the Employee Provident Funds and Miscellaneous Provisions Act, 1952. You will be required to be a member of the Provident Fund scheme subject to the act and rules.
- You hereby give your consent for carrying out background verification which may include education, past employment, criminal background check, pending litigation, medical test and any other verifications as may be required by the Company or its clients from time to time.
- This appointment is subject to:
  - You furnishing the Company with a relieving letter as requested on or before the date of joining from all your previous employers including your most recent employer.
  - The Company receiving satisfactory reports from all references cited in your application.
  - The Company may, at its discretion, require the background verification or any part thereof, to be carried out: (i) prior to your joining the Company (ii) at any time after your joining the Company or (iii) as and when you may be assigned or seconded to its clients. In the event of your background verification being negative, the Company shall have the right at its sole discretion to initiate appropriate action including termination of your employment.
  - The Company receiving certification from designated medical practitioner as to your satisfactory physical condition.
- The Company has a Zero Tolerance policy towards unethical behavior:
  - If it comes to the notice of the Company at any time that any of the details provided by you is false, the Company reserves the right to terminate your services with immediate effect without paying any salary in lieu of the notice period.
  - Your conduct at all time should reflect observance of the national and local laws and the rules and regulations of the Company that are in effect. These may change from time to time and you have a duty to be in step with the changes. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected of you.
- The Company reserves the right to depute / transfer your services to any other location or group company in consistence with the Company's interest.
- At any time during your employment the Company, in its sole discretion, may require you to work remotely either temporary or on permanent basis in accordance with the Company's Global Remote worker policy. In such cases the employees are expected to have a suitable remote work area.
- You covenant and agree that for a period of one (1) year following your resignation, relieving, retrenchment or termination of your employment for any reason whatsoever, you shall not directly or indirectly do any of the following:

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- Solicit or accept any business from a person, firm or corporation that is a customer of the Company during the term of your employment with the Company.
- Solicit or accept any business from any person, firm or corporation that is prospective customer of the Company with whom you had any dealings on the Company's behalf during the term of your employment with the Company.
- Communicate with any customers of the Company, or communicate with any employee of the Company with the effect of enticing, or attempting to entice any employee away from the Company.
- Any delay or non performance of any of the provisions of this letter, to the extent caused by the condition beyond the control of the Company, including strike, lockouts, work stoppages (including industrial action of any kind which requires the Company and you to accept the terms of settlement) which the Company considers unacceptable to the business ("Force Majeure Event") shall not constitute breach of this letter and the time for performance of such provision, if any, shall be deemed to be extended, for a period equal to the duration of the conditions preventing performance. However, Force Majeure Event shall not include:

- Any event which is caused by the negligence or is intentional of any party to this letter.
- Insufficiency of funds.
  - The Company affected by an event of Force Majeure Event shall communicate to you of such event as soon as possible and in any not later than fourteen (14) days, following the occurrence of such event and will take all reasonable steps to mitigate the effects thereof.
  - When the Force Majeure Event ceases, the parties shall resume their responsibilities under the terms of this letter within seven (7) working days, or, if the same is not possible within the said time period, then as soon as reasonably and commercially possible.
  - In the event that a Force Majeure event materially frustrates this letter and has prevented, or if the Company reasonably believes that such event occurred to prevent, timely performance hereunder for a period of more than one (1) month, then the Company may temporarily take reasonable steps to mitigate its potential damage, including procurement of services from such other sources as will be satisfactory to meet the Company's requirement for the period of the Force Majeure Event. If a Force Majeure Event materially frustrates this letter and if the parties are unable to perform due to a Force Majeure Event for more than two (2) months, either party may terminate this letter without any further obligation, provided however, that any outstanding amounts are paid by the Company to you and vice-versa.

• The Company will collect and process certain personal information in relation to your employment with the Company. You hereby acknowledge and consent to the collection, use, storage and processing of your personal information, including Sensitive Information, for the purpose of administering your employment with the Company, including for the purposes of administering employment related benefits, maintaining employee records, and conducting background verification and performance reviews. You also agree and consent to the transfer or disclosure of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers. You acknowledge and accept that these recipients may be located within or outside of India, in a country which may have different data privacy laws applicable.

The term 'Sensitive Information' means and includes such personal information that relates to your passwords, physical, physiological, or mental health condition, sexual orientation, medical records

financial information and biometric information. You hereby consent to the processing of your personal information in the manner described above, whether by the Company or any service provider on behalf of the Company.

- You declare that you have not suffered or are suffering from any mental disease/ deficiency/ disorder and also declare that you are having sound physical and mental health to work with the Company.
- You declare that you have not been convicted by any civil or criminal courts of law in India/ abroad.
- You shall maintain a high level of ethics and code of conduct for a good and professional relationship at your work place. While on overseas deputation, as a representative of the Company, it is your moral responsibility to ensure that the image and reputation of the Company is not tarnished by your personal conduct.
- If you breach any of the restrictions imposed herein, you agree to be liable for payment of estimated liquidated damages as may be determined by this letter.
- You are required to join the Company on or before your start date failing which, the Company at its sole discretion reserves the right to revoke the offer made to you.
- You shall retire on the attainment of sixty two (62) years unless specifically communicated by the company in writing to continue in service beyond this age.
- You will be governed by the statutory regulations / provisions and the laws and policies of the Company applicable to your position, which may be framed from time to time.
- The agreement shall be construed in accordance with the laws of India. The parties agree to subject themselves to the jurisdiction of competent courts at Bangalore alone to a final and exclusive upon any matter concerning this agreement.
- Any change in the above address of either your or the Company's shall be duly informed to the other party by the party whose address has changed within a period of seven (7) days from such change.
- If no change has been intimated or received, the address mentioned above shall be deemed to be the address of the concerned parties.

#### Acceptance

In accepting employment with NTT DATA Information Processing Services Private Limited, I hereby agree to abide by the terms and conditions set out in the above offer of employment and all policies and regulations of the Company as may be amended from time to time.

Signature in relation to your employment will

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ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Dist), Guntur (Dt)

Annexure - 2

**1) JOINING COSTS**

**A) Sign-on Bonus (where applicable)**

I understand that NTT DATA or a subsidiary or affiliate of NTT DATA (collectively, "NTT DATA") will pay me a one-time sign-on bonus associated with my employment with NTT DATA. In consideration of such payment and my employment with NTT DATA, I agree that if my employment with NTT DATA ends within the first 12 months of my Hire Date\*, either because I resign (regardless of the reason) or because NTT DATA terminates my employment for cause (as determined by NTT DATA in its sole discretion), I will repay to NTT DATA, depending on my length of service, all or part of the sign-on bonus or relocation paid to me (as per the calculation at the end of the sheet). I agree that this repayment obligation cannot be waived except by a written agreement signed by appropriate representatives of NTT DATA.

**B) Relocation Entitlement (where applicable)**

NTT DATA provides a lump sum allowance to new lateral hires to cover relocation expenses such as: Travel, Accommodation, Shipping of personal goods or other miscellaneous relocation related expenses. Whether the Company offers a lump-sum allowance to a new lateral hire is at the Company's sole discretion. The amount is based on the job grade and will be credited to the salary account of the employee in the first available pay cycle. A lump sum allowance paid to the new lateral hire is subject to applicable taxes.

**Termination of Employment**

If I terminate my employment voluntarily or is terminated for performance (including, but not limited to, gross misconduct, theft, etc.), within the first 12 months of the Joining Date, I will be required to reimburse NTT DATA for any relocation allowances made to me on a prorate basis.

The amount that must be repaid (referred to as the "Repayment Amount") will be determined using the following formula:

$$\text{Total Relocation} \times \left[ \frac{(12 - \text{Full or Partial Months of Service})}{12} \right]$$

For example, if NTT DATA pays a new lateral hire a relocation lump sum of Rs. 10,000 for relocation to the new location, and the new lateral hire quit his/her employment with NTT DATA after being employed for 5 months, amount the new lateral hire must repay to NTT DATA is Rs. 5,833.33 computed as follows:

$$\text{Rs. } 10,000 \times \left[ \frac{(12 - 5)}{12} \right]$$

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**C) Notice Period Buyout (where applicable)**

If my employment ends within the first 12 months of my hire date\*, either due to my resignation (regardless of the reason) or because NTT DATA terminates the employment for cause (as determined by NTT DATA at its sole discretion), I will be required to repay to NTT DATA the entire notice period that has been bought out by NTT DATA at the time of my joining. Gross up on notice period buyout will be done on a case to case basis depending on the tax treatment availed in the previous employment/s. You need to submit the necessary document in support of Notice Period Buyout claim.

\* Hire Date shall mean the date of transfer in case of current employees who have opted for a personal transfer and the date of joining in case of new hires.

I agree that the repayment amount for any of the categories as detailed above will become fully due and payable upon my termination of employment. I hereby authorize NTT DATA, to the full extent allowed by law, to deduct the repayment amount for any of the categories as detailed above from any monies owed to me by NTT DATA, including, but not limited to: wages, final paycheck, reimbursement for expenses, payment for unused benefits, refunds of contributions to benefit plans or programs, and/or any other sums payable to me by NTT DATA.

The amount I must repay (referred to as the "Repayment Amount") will be determined using the following formula:

Total Sign-On Bonus x [(12 - Full or Partial Months of Service) ÷ 12]

For example, if NTT DATA pays me a sign-on bonus of Rs.10,000, and I quit my employment with NTT DATA after being employed for six months, the amount I must repay to NTT DATA is Rs.5,000 computed as follows: Rs10, 000 x [(12-6) ÷ 12].

Name & Signature

DocuSigned by:  
**NANABALA HAREESH**  
153842348372423...

Date : June 15, 2022

**RETURN THIS FORM WITH THE SIGNED OFFER LETTER**  
For any questions on your offer, please contact **VINOD KUMAR**

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Narasaraopet (Dist), Guntur, Dr.



**Annexure - A**

**Retention Bonus Payout Program**

**Term of Employment:**

We are pleased to inform you that you are eligible for the Retention Bonus of 25% of starting base salary payable at 18 and 24 months (40/60 ratio). However there will be a modifier applicable on second payment based on performance.

You will be eligible for a potential retention bonus as stated above subject to You remaining as an active employee in good standing employed by the Company from the date of this Agreement through the "Retention Period; and Complying with all other conditions stated in this document and your letter of appointment.

The Company reserves the sole right to withdraw the retention bonus offered to you, if you on or before the completion of the term

- Leave the Company voluntarily, including job abandonment
- Are terminated for misconduct
- Are terminated based on your performance
- Refuse to accept travel assignments, if any

**Yours sincerely,**  
**FOR NTT DATA Information Processing Services Private Limited**

DocuSigned by:  
*Urmimala Sarkar*  
DD4D48084131463...  
**URMIMALA SARKAR**

**DIRECTOR - TALENT ACQUISITION**

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ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Jidi), Guntur(Dr

**ANNEXURE 2**

**WORK FROM HOME CONDITIONS UNDERTAKING**

Pursuant to my acceptance of the role as per the general terms and conditions and compensation mentioned in the Appointment Letter, I acknowledge that my employment is subject to the conditions as stated in this Annexure 2.

Under the prevailing circumstances of the pandemic spread of COVID-19, in order for the Company to ensure the safety and wellbeing of its employees and their families, clients, visitors and the general public, the Company is recommending that employees shall Work From Home (WFH) where possible.

I clearly understand the work from home dynamics as explained to me during the interview process and at the time of explaining the offer and I agree to abide by the below provisions without any exception.

I also understand that my failure to follow any one or more of the provisions mentioned in this undertaking either completely or there in part, may lead to disciplinary action against me and may also lead to termination of employment.

**I Agree:**

To make my workspace at home comfortable and ergonomic to comply with continued working hours.

To arrange for a backup facility for electricity failure to allow uninterrupted power during my scheduled working hours.

To be physically present at the location of work as required for collection of IT Assets on the date of joining or as advised by the Company. This will be basis of applicable lockdown conditions prevalent at the said time.

To have sustainable high-speed internet board band connection (DSL/Cable/Fiber) to comply with the remote work from home conditions as per terms of the offer letter. Mobile phone hotspot, Wi-Fi Dongle will not be considered as high-speed broad band internet. I will arrange to have required internet facility available at my home in case of work from home prior to my date of joining the Company. The Company may, as per the applicable policy, provide me with the necessary computing system and other equipment ("Equipment") to perform work while working remotely. Provided however, where permitted by the Company to so do so, I agree to use my personal mobile phone/Tablet/Laptop/ Desktop for video conference calls during trainings and/or business meetings and other work related matters, for a temporary period until the Company provides me with a computing system.

In any event, I will have to travel to my base office location at the time of my IT asset allocation in case I am authorized to work from home and shall ensure that I have followed the relevant approval protocol.

If provided, the Equipment will continue to be the property of the Company and I will be using the same for business purposes only. I will be responsible for the care of the Equipment provided by Company and keep it in good performing order for the purposes of remote working requirement. I will also be responsible for protecting the Equipment and its contents.

I shall take all necessary precautions to secure the Equipment and shall be responsible for a loss / Damage of the Equipment. I will use the Equipment only to perform my ongoing duties to the Company and the Company's clients, and in accordance with applicable policies of the Company while working remotely.

I acknowledge and agree that I shall comply with all the Policies of the Company during the time of my employment and shall also comply with the NTT DATA Code of Business Conduct ("COBC") including

  
Principal

without limitation to information security policies, requirements and guidelines, including any changes to security and configuration requirements of the Official Asset. I further confirm that I shall use the Equipment in compliance with all applicable laws, including but not limited to the Telecom Regulations Authority of India.

I acknowledge and agree that I continue to be bound by the terms of my employment and will strictly abide by the confidentiality and data privacy obligations undertaken by me as a condition of my employment with the Company, which also aims at protecting confidential information of the Company and Company's customers and clients.

I will take strict measures in order to ensure that all of Company's and Company's customer personal and/or sensitive data that I may have access to, remain protected against any unauthorized access or disclosure.

I further agree that I shall comply with the instructions provided in Exhibit A below regarding the use of the Equipment.

I further understand and confirm that any breach of Company policies or applicable client policies will lead to appropriate disciplinary action against me including and up to termination of my employment.

1. Specifically, with respect to working from home, I shall:

- a. Enter time in Synergy, if applicable, as per the hours worked in actual and in line with time sheet guidelines
- b. Use a secure network for performing official work.
- c. Make best efforts to ensure that there is no negative impact to productivity or quality of work during the course of my employment.
- d. Deliver expected work outcomes within specified working hours span and will follow training and operating procedures strictly.
- e. Continue to comply with the Code of Business Conduct, Company's Information-Security Policy and the highest safety standards.
- f. Share phone/mobile numbers used to perform official duties with my manager and team members so I may be reached by my team and stakeholders easily during working hours.
- g. Be available for all meetings via phone/Zoom/Microsoft Teams etc.
- h. Ensure the protection of proprietary and confidential Company and client information accessible from my workspace while working from home, in accordance with Company policy and applicable law.
- i. Immediately report any health and safety and any other risks in the home-based worksite to my supervisor.

I will be responsible to bear all costs related to repair or replace any breakage/damage to company-provided Equipment like laptops/Desktop/monitors/LCD Screen and/or power/electrical devices like UPS/power adapter /cables provided by the Company. Such costs will by default be deducted from my monthly salary.

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Narasaraopet (Mdi), Guntur(Dt .

If working remotely, when so required, I will make myself available for on-site meetings or training from time to time as required by Company. I will take all preapprovals that may be required before entering any Company premises.

I will follow all statutory, health, and safety protocols as part of guidelines laid down by the government and the local authorities enacted by my Company when asked to return to office.

I will have to complete the required working hours as per terms agreed in the offer and if for any person reason, I take a break, I will have to intimate about the same to my manager and take my managers approval.

I have to maintain normal productivity and make myself available during the regular working hours.

I will have to commit and achieve hourly/daily/monthly productivity and quality targets assigned to me.

I will not work for anyone other than NTT DATA during the course of my employment and I will not undertake non-work-related activities during my working hours.

I will coordinate about my work schedule with my Hard-Line Manager and will be responsible for keeping my Hard-Line Manager and team informed about the status of my work.

I hereby consent to comply with all the provisions of the work from home policy shared by Company and I further state that it will be my responsibility to abide by all the above-mentioned requirements by the Company. I also understand that on any failure to comply with the above mentioned actions, the Company is entitled to initiate appropriate action as per Company Policy including rescinding the employment contract and in such instance my contract of employment will stand terminated with immediate effect on the date of such communication by the company. I am aware and accept that the termination on such situation would be on account of my noncompliance as per the conditions of the offer letter. I do understand that I will not be entitled to any notice period pay out on account of the termination related to the matters mentioned in the undertaking.

Company reserves its right to initiate appropriate action against me in terms of the Employment Agreement and the policy of the Company including termination of my employment and I have hereby provided my consent to the same.

I further undertake and agree to indemnify and keep indemnified the Company for any loss, damages, claims, expenses, etc. that the Company may incur at any time now or during the future, and any other claims that may arise against the Company by any third party in relation to the above.

I confirm that I have given this Undertaking with my free will and consent and without coercion or duress.

I confirm that the terms and conditions detailed in this Undertaking are most reasonable and are absolutely necessary and fully required to safeguard the bonafide interests of the Company.

Accepted and Digitally Signed by:  
*M. M. V. MAREESH*  
M. M. V. MAREESH

Name: M. M. V. MAREESH  
Date: 15/05/2022

**Exhibit A - Working Remotely with Official Assets:**

1. **Update your Emergency Contact Info in Navigator** o This should include your home address, personal home phone number, and personal mobile number – to be used by NTT DATA Services in the event of an emergency

2. **Do not tamper with your computer or the IT / Security controls**

Leave your computer powered on 24x7 to allow for patching

Do not disable, stop, alter, or uninstall any software installed by NTT DATA

Do not physically remove or replace any hardware

Do not use USB storage devices (e.g., thumb drives, removable hard drives, etc.)

USB ports should be only used for mouse, keyboard, or WiFi dongle if required

Open a ticket with the IT Service Desk to install any software

3. **For any IT issues, please contact the IT Service Desk at:**

Web: <https://nttdatagroup.sharepoint.com/sites/SRVS-myHubInfo/SitePages/IT-Support.aspx>

VoIP: (8) 100 4000; Toll free (USA): (888) 532-6021

Email: [ITServiceDesk@nttdata.com](mailto:ITServiceDesk@nttdata.com)

4. **If your computer is lost or stolen, please contact the CSIRT team immediately at:**

Email: [CSIRT@nttdata.com](mailto:CSIRT@nttdata.com)

5. **Ensure that your computer remains secure while it is in your care**

Prevent access or use by family, friends, neighbors, visitors, etc.

You are responsible for protecting your computer and its contents

Keep your computer away from windows or publicly visible areas to lower the risk of theft

Protect any electronic copy of data with the same level of care that you and your equipment use while at NTT's facilities

6. **Personal computers must not be used to connect to NTT DATA networks or perform work for NTT, including Office365 and Outlook Web Access (OWA)**

7. **Personal computers may only be used to connect to client networks or systems with prior written approval from the client AND from NTT DATA Services' CIO and CISO**

8. **Other Security Tools and Applications that may assist in remote work:**

Password Reset Tool: <https://selfservice.portal.nttdataservices.com/showLogin.cc>

Okta 2FA Registration: <https://services-onentt.okta.com/>

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PETLURIVARI PALEM  
Narsaraopet (Rd), Guntur, Dr



29-Aug-2021

Dear Shaik Reshma,  
 B.Tech, Computer Science & Engineering  
 AM Reddy Memorial College of Engineering and Technology, Narasaraopet

Candidate ID – 17513515

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 Analyst 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 401,988/-. This includes an annual target incentive of INR 22,500/- 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. 450,500/-. This includes an annual target incentive of INR 22,500/- 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. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Please note:

1. This appointment is subject to satisfactory background verification including 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



genpact

Transformation  
Happens Here

Dear Gundra Swathi,

Welcome to Genpact!

This letter is in furtherance to your Offer Letter / LOI / Appointment Letter dated October 21, 2021

In order to make your on-boarding to Genpact seamless and compliant with the various laws related to Provident Fund (PF) and Employees' State Insurance (ESIC), it is mandatory for you to submit the below mentioned documents and details before/on your joining date:

- Copy of recently downloaded E-Aadhaar Card
- Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal\*
- Copy of self-attested cancelled cheque (\*\*if you are eligible for ESIC enrolment as per government norms)
- Copy of E-Aadhaar card for dependents and nominees for ESIC
- Insured Person number (\*\*IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
- Active Mobile number

\* SOPs to facilitate e-KYC confirmation from the member portal have been attached with this communication.

\*\*The ESIC section are applicable only for the employees whose CTC is not exceeding beyond 2.6 lakhs which does not include overtime, bonus, leave encashment are liable to avail this scheme. If your CTC is more than 2.6 lakhs, you may ignore the same.

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need to know basis as required for statutory requirements pertaining to compensation and benefits. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

We would encourage you to refer to the Standard Operating Procedure (SOP) attached here with, for help and guidance in procuring the above documents/details. [Click Here](#)

Wishing you all the best!

**Note: Failure to furnish the above-mentioned documents and details at the time of joining might lead to delay in your joining date**

Please sign and return a copy of this letter to confirm your understanding and agreement to the requirements of your onboarding as stated above, which are in addition to those as may be provided in your Offer Letter / LOI / Appointment Letter and other communications from time to time.

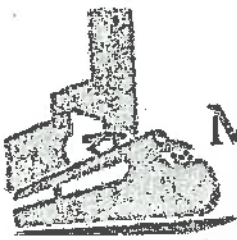
Regards,  
Genpact Hiring Team

Accepted and Agreed

Gundra Swathi

Genpact India Private Limited  
CIN: U73100DL2005PTC307363  
Regd. Off.: 12A (Ground Floor) Prakash Deep Building 7,  
Tolstoy Marg, New Delhi-110001

A.M REDDY MEMORIAL  
ENGINEERING & TECHNOLOGY  
PETLURIYARI PALEM  
Narasaraopet (Midi), Guntur(Dt. .)



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: BIJINEPALLI DAVID

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
2. You will have to undergo a pre-training medical check-up as this offer is contingent on your medical fitness. You will also have to undergo regular medical check-ups during your training period. Your training will be terminated if you are found medically unfit.
3. You will be assigned to any of the departments, branches or manufacturing units of the organization based on the requirement and the management's discretion. You may also have to undergo training in shifts if needed.
4. You may be transferred or posted to any location, department or unit of the organization, based on the training requirement. You will have to abide by the service conditions, rules, regulations and other terms applicable at the new place of training.
5. If you wish to discontinue your training during the training period, you will have to give a written notice of three months in advance or pay back three months of stipend as compensation. This condition may change from time to time and you will be notified accordingly.
6. After completing your training, the organization may or may not offer you employment, depending on its sole discretion. You will not have any right to claim employment with the organization after your training.
7. You will be eligible for seven casual leaves and five sick leaves during your training period. You will also be covered under the ESI act, 1948.
8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited

  
Principal

THE REDDY MEMORIAL COLLEGE OF

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mendipatnam, Hyd-500030, INDIA.

Tel: No : +91 9985138648. E-mail: [convent2razzak@gmail.com](mailto:convent2razzak@gmail.com)





# MCEE SOLUTIONS PRIVATE LIMITED

BIJINEPALLI DAVID

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited.#503,5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad.We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

You have received your Appointment letter and compensation breakdown. This offer is subject to you providing all the necessary documents to verify and fix the salary of 16500 per month.

You will also enjoy additional benefits as per the company's policies and practices, which may change from time to time.

Your employment with us will be guided by our Terms and Conditions. You will also have to follow any rules, regulations, policies and practices of the Company, which may be revised occasionally. This offer depends on you agreeing to make certain representations under the Company's Independence representations requirements.

Your compensation details are confidential and you should only discuss them with the undersigned if you have any questions. Your acceptance of our offer will mark the start of a fruitful relationship with our Company. We request you to join us on or before 05/7/2021. At the time of joining, you must submit the following documents:

Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

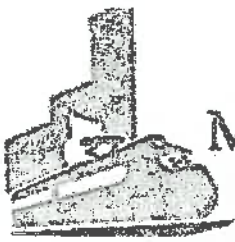
\*Note: If Applicable



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SRINIVASA MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PATEL NAGAR PALEM  
Mehdipatnam, Hyderabad

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd-28 T.S., INDIA.  
Tel: No. +91 9985138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: SHESHAPU RAVI

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
2. You will have to undergo a pre-training medical check-up as this offer is contingent on your medical fitness. You will also have to undergo regular medical check-ups during your training period. Your training will be terminated if you are found medically unfit.
3. You will be assigned to any of the departments, branches or manufacturing units of the organization, based on the requirement and the management's discretion. You may also have to undergo training in shifts if needed.
4. You may be transferred or posted to any location, department or unit of the organization based on the training requirement. You will have to abide by the service conditions, rules, regulations and other terms applicable at the new place of training.
5. If you wish to discontinue your training during the training period, you will have to give a written notice of three months in advance or pay back three months of stipend as compensation. This condition may change from time to time and you will be notified accordingly.
6. After completing your training, the organization may or may not offer you employment, depending on its sole discretion. You will not have any right to claim employment with the organization after your training.
7. You will be eligible for seven casual leaves and five sick leaves during your training period. You will also be covered under the ESI act, 1948.
8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

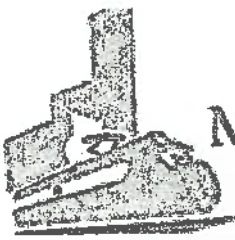
We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited

M. REDDY COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETALAJI PALEM

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Madhavaram, Hyderabad, T.S., INDIA.  
Tel./No. : +91 9985138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

SHESHAPU RAVI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, MehdiPatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

You have received your Appointment letter and compensation breakdown. This offer is subject to you providing all the necessary documents to verify and fix the salary of 16500 per month.

You will also enjoy additional benefits as per the company's policies and practices, which may change from time to time.

Your employment with us will be guided by our Terms and Conditions. You will also have to follow any rules, regulations, policies and practices of the Company, which may be revised occasionally. This offer depends on you agreeing to make certain representations under the Company's Independence representations requirements.

Your compensation details are confidential and you should only discuss them with the undersigned if you have any questions. Your acceptance of our offer will mark the start of a fruitful relationship with our Company. We request you to join us on or before 05/7/2021. At the time of joining, you must submit the following documents

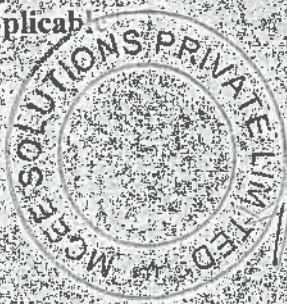
Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

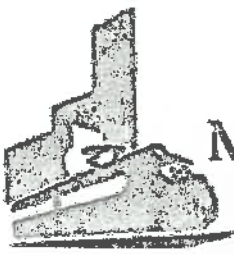
With Best Wishes!!!

Note: If Applicable



MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
P. E. T. RAJALEM

# 503, 5<sup>th</sup> Floor, Manzil Chamber, MehdiPatnam, Hyd-28, T.S., INDIA.  
Tel.No: +91 9985138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: VELUGOTI ALI MOULALI

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
2. You will have to undergo a pre-training medical check-up as this offer is contingent on your medical fitness. You will also have to undergo regular medical check-ups during your training period. Your training will be terminated if you are found medically unfit.
3. You will be assigned to any of the departments, branches or manufacturing units of the organization based on the requirement and the management's discretion. You may also have to undergo training in shifts if needed.
4. You may be transferred or posted to any location, department or unit of the organization based on the training requirement. You will have to abide by the service conditions, rules, regulations and other terms applicable at the new place of training.
5. If you wish to discontinue your training during the training period, you will have to give a written notice of three months in advance or pay back three months of stipend as compensation. This condition may change from time to time and you will be notified accordingly.
6. After completing your training, the organization may or may not offer you employment, depending on its sole discretion. You will not have any right to claim employment with the organization after your training.
7. You will be eligible for seven casual leaves and five sick leaves during your training period. You will also be covered under the ESI act, 1948.
8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

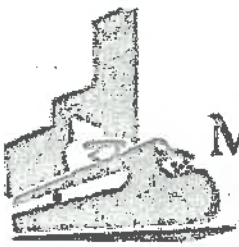
Sincerely,

MCEE Solutions Private Limited

  
THE JYOTI COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PEELMURU, PALEM  
Narasaraopeta, Guntur Dt.

# 503, 5<sup>th</sup> Floor, Manzil Chamber, MehdiPatnam, Hyd- 28, T.S., INDIA.

Tel: No. +91 9985138648; E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

VELUGOTI ALI MOULALI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited.#503,5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad.We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

You have received your Appointment letter and compensation breakdown. This offer is subject to you providing all the necessary documents to verify and fix the salary of 16500 per month.

You will also enjoy additional benefits as per the company's policies and practices, which may change from time to time.

Your employment with us will be guided by our Terms and Conditions. You will also have to follow any rules, regulations, policies and practices of the Company, which may be revised occasionally. This offer depends on you agreeing to make certain representations under the Company's Independence Representations requirements.

Your compensation details are confidential and you should only discuss them with the undersigned if you have any questions. Your acceptance of our offer will mark the start of a fruitful relationship with our Company. We request you to join us on or before 05/7/2021. At the time of joining, you must submit the following documents:

Five passport size photos

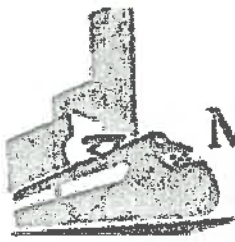
- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

\*Note: If Applica





# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: GANDHI THAMATALA

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

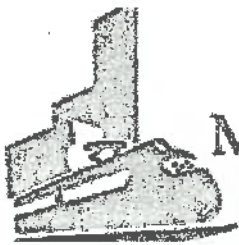
As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
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8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited



# MCEE SOLUTIONS PRIVATE LIMITED

GANDHI THAMATALA

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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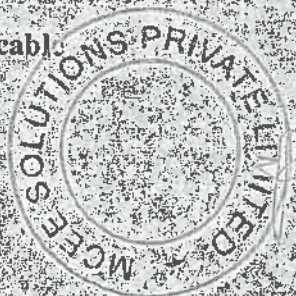
Five passport size photos

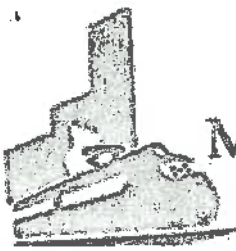
- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

\*Note: If Applicable





# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: KUMMARI PRADEEP

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
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8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

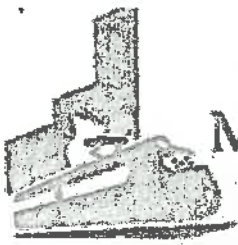
Sincerely,

MCEE Solutions Private Limited.

M REEDY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY  
PETLURU, WEST PALLEM

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mendipatnam, Hyderabad, T.S., INDIA.  
Tel. No. : +91 9985138648, E-mail: connect@razzak@gmail.com





# MCEE SOLUTIONS PRIVATE LIMITED

KUMMARI PRADEEP

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited.#503,5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
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- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

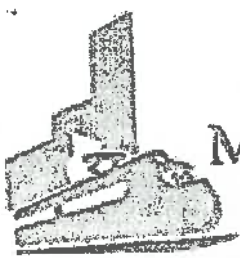
\*Note: If Applicable



A W R EDDY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY

PETLU, MEHDIAPATNAM, HYD-28, T.S., INDIA.

#503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd-28, T.S., INDIA.  
Tel: No. +91 9985138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: TATITHOTI VINAY

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

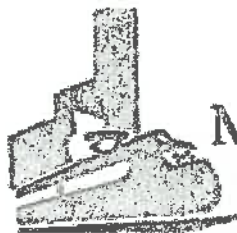
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited

M REBBY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY  
PETLURU PALEM  
HYDERABAD, INDIA.  
# 503, 5<sup>th</sup> Floor, Manzil Chamber, Hyderabad, Hyd-28, T.S., INDIA.  
Tel. No. +91 9985138648, E-mail: connect2razzak @ mail.com



# MCEE SOLUTIONS PRIVATE LIMITED

TATTIHOTI VINAY

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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Five passport size photos

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- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

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With Best Wishes!!!

\*Note: If Applicable

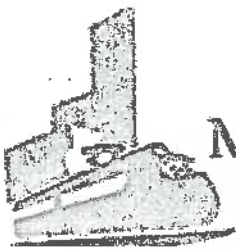


  
Principal

M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Marsabattur (20), Guntur Dt

#503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd. 28, T.S., INDIA.

Tel. No. : 91 9985138648, E-mail: [connect2razza@gmail.com](mailto:connect2razza@gmail.com)



# MCEE SOLUTIONS PRIVATE LIMITED

VEGIREDDY SARANA KUMAR

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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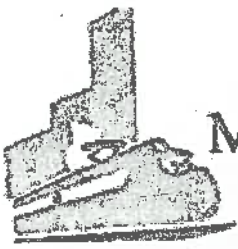
With Best Wishes!!!

\*Note: If Application



Principal  
REDDY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY  
PETLURIVARI, PALEM  
Sarasaripalem, J. Guntur

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd-28, T.S., INDIA.  
Tel. No. : +91 9985138648, E-mail: [connect2razzak@gmail.com](mailto:connect2razzak@gmail.com)



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: VEGIREDDY SARANA KUMAR

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

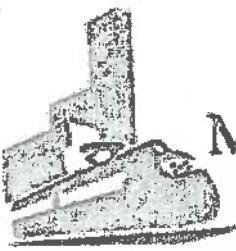
Sincerely,

MCEE Solutions Private Limited.

  
Principal

M. REDDY MEDICAL COLLEGE  
ENGINEERING & TECHNOLOGY  
PETLURU PALEM

# 503, 5<sup>th</sup> Floor, Marzil Chamber, Vichitranagar, Hyd-28, T. Sp INDDA.  
Tel. No. : +91 9985138648, E-mail: [connect2razzak@gmail.com](mailto:connect2razzak@gmail.com)



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: ANNAPUREDDY SRINIVASA REDDY

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

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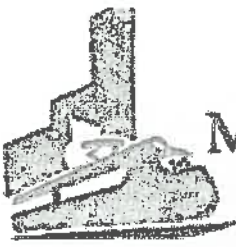
We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited.

  
Principal  
A.M. REDDY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY  
P. O. ...

# 503, 5<sup>th</sup> Floor, Manzil Chamber, MehdiPatnam, Hyd - 28, T.S., INDIA.  
Tel: No. +91 9985138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

ANNAPUREDDY SRINIVASA REDDY

Congratulations on joining MCEE Solutions Private Limited. Family

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Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
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With Best Wishes!!!

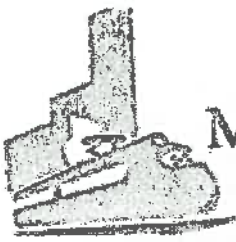
\*Note: If Applica



A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI, PALEM

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd- 28, T.S., INDIA.

Tel. No: +91 9985 138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: JUTURU YAMUNA DEVI

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
2. You will have to undergo a pre-training medical check-up as this offer is contingent on your medical fitness. You will also have to undergo regular medical check-ups during your training period. Your training will be terminated if you are found medically unfit.
3. You will be assigned to any of the departments, branches or manufacturing units of the organization, based on the requirement and the management's discretion. You may also have to undergo training in shifts if needed.
4. You may be transferred or posted to any location, department or unit of the organization, based on the training requirement. You will have to abide by the service conditions, rules, regulations and other terms applicable at the new place of training.
5. If you wish to discontinue your training during the training period, you will have to give a written notice of three months in advance or pay back three months of stipend as compensation. This condition may change from time to time and you will be notified accordingly.
6. After completing your training, the organization may or may not offer you employment, depending on its sole discretion. You will not have any right to claim employment with the organization after your training.
7. You will be eligible for seven casual leaves and five sick leaves during your training period. You will also be covered under the ESI act, 1948.
8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited

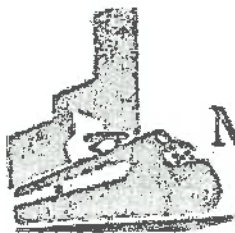
Principal

A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Marasapurpet (R.R. Chittoor)

# 503, 5<sup>th</sup> Floor, Manzil Chamber, MehdiPatnam, Hyd- 28, T.S., INDIA

Tel. No. +91 9985138648, E-mail: connect2razzak@mail.com





# MCEE SOLUTIONS PRIVATE LIMITED

JUTURU YAMUNA DEVI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

You have received your Appointment letter and compensation breakdown. This offer is subject to you providing all the necessary documents to verify and fix the salary of 16500 per month.

You will also enjoy additional benefits as per the company's policies and practices, which may change from time to time.

Your employment with us will be guided by our Terms and Conditions. You will also have to follow any rules, regulations, policies and practices of the Company, which may be revised occasionally. This offer depends on you agreeing to make certain representations under the Company's Independence representations requirements.

Your compensation details are confidential and you should only discuss them with the undersigned if you have any questions. Your acceptance of our offer will mark the start of a fruitful relationship with our Company. We request you to join us on or before 05/7/2021. At the time of joining, you must submit the following documents:

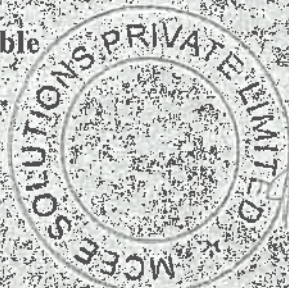
Five passport size photos.

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

\*Note: If Applicable

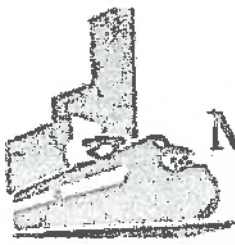


Principal

A. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
P. S. LURIVARI PALEM

#503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd. -28, T.S., INDIA

Tel. No. +91-9985138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: ARIKA JYOTHI

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

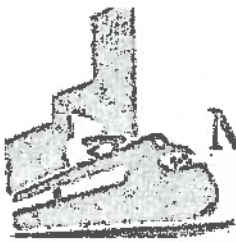
1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
2. You will have to undergo a pre-training medical check-up as this offer is contingent on your medical fitness. You will also have to undergo regular medical check-ups during your training period. Your training will be terminated if you are found medically unfit.
3. You will be assigned to any of the departments, branches or manufacturing units of the organization, based on the requirement and the management's discretion. You may also have to undergo training in shifts if needed.
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7. You will be eligible for seven casual leaves and five sick leaves during your training period. You will also be covered under the ESI act, 1948.
8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited

  
Principal  
A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PATEL NAGAR, KALAM,  
NARASIPETA



# MCEE SOLUTIONS PRIVATE LIMITED

ARIKA JYOTHI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited.#503,5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad.We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

You have received your Appointment letter and compensation breakdown. This offer is subject to you providing all the necessary documents to verify and fix the salary of 16500 per month.

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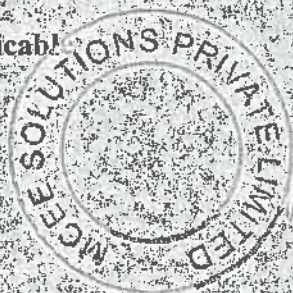
Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

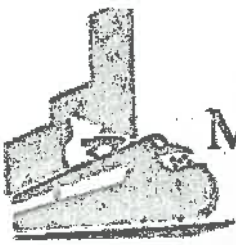
\*Note: If Applicab!



M. REDDY MEMORIAL COLLEGE  
ENGINEERING

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd-28, T.S., INDIA

Tel. No. : +91 9985138648, E-mail: connect@razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: BAJNEDI CHARLES

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

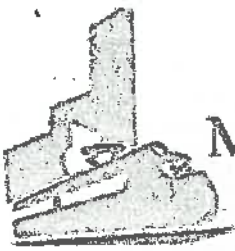
Sincerely,

MCEE Solutions Private Limited.

Principal  
K REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU, NELLORE DISTRICT  
AP, INDIA

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Melidipatnam, Hyd-28, T.S., INDIA

Tel. No. : +91 9985138648, E-mail: connect@razzak.com or mail.com



# MCEE SOLUTIONS PRIVATE LIMITED

BAJINEDI CHARLES

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdipatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

You have received your Appointment letter and compensation breakdown. This offer is subject to you providing all the necessary documents to verify and fix the salary of 16500 per month.

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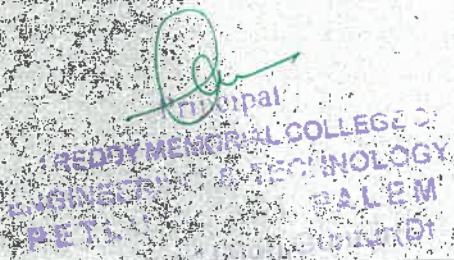
Five passport size photos

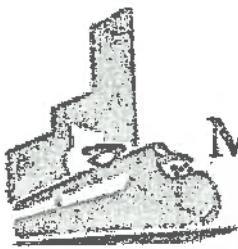
- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

\*Note: If Appli...





# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: G PRAVALLIKA

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

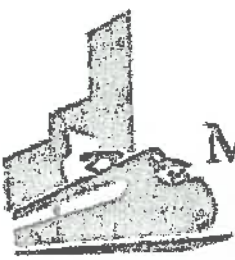
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited.

Principal  
G. REDDY MEMORIAL COLLEGE OF  
TECHNOLOGY  
P. F. ...



# MCEE SOLUTIONS PRIVATE LIMITED

G PRAVALLIKA

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited.#503,5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad.We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

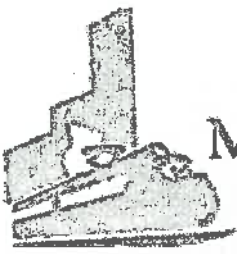
With Best Wishes!!!

\*Note: If Applicable



Principal  
REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURBAZI, PALEM

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd-28, T.S., INDIA.  
Tel. No. : +91 9985138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: JONNALAGADDA PAVANI

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

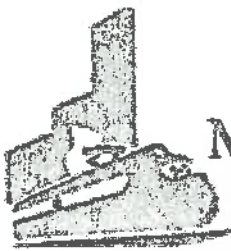
MCEE Solutions Private Limited

Principal

REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Michdipatnam, Hyderabad-28, T.S., INDIA  
Tel. No. +91 9985138648, E-mail: [connect2razzak@gmail.com](mailto:connect2razzak@gmail.com)





# MCEE SOLUTIONS PRIVATE LIMITED

JONNALAGADDA PAVANI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdipatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

\*Note: If Applicable



Principal  
REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU, GUNTUR DISTRICT, ANDHRA PRADESH, INDIA

#503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdipatnam, Hyd-28, T.S., INDIA  
Tel: No. +91 9985138648, E-mail: connect2razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: KALAGALLU ANIL KUMAR

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
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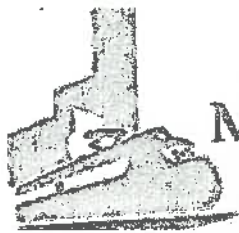
We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited.

  
Principal  
AREDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURMARI PALEM  
Marsasaripet, Guntur Dist.

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdipatnam, Hyd-28, T.S., INDIA.  
Tel. No. : +91 9985138648, E-mail: connect@razzak@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

KALAGALLU ANIL KUMAR

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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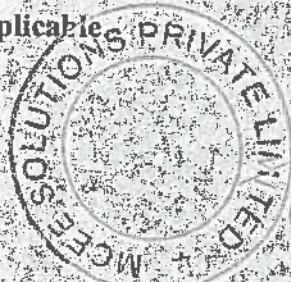
Five passport size photos

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- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

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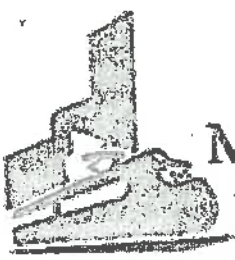
With Best Wishes!!!

\*Note: If Applicable



TEDDY JAMES COLLEGE OF  
ENGINEERING & TECHNOLOGY

#503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, PETA, U.T.S., INDIRA LEM  
Narasaraopeta, Guntur, Dr.  
Tel. No. : +91 9985138648, E-mail: connect@azack@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: AKKI PAVANA MURTHY

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
2. You will have to undergo a pre-training medical check-up as this offer is contingent on your medical fitness. You will also have to undergo regular medical check-ups during your training period. Your training will be terminated if you are found medically unfit.
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

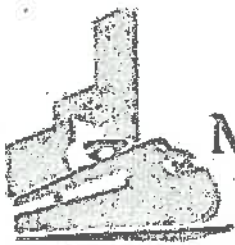
MCEE Solutions Private Limited.

Principal

J. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU KARI PALEM  
Guntur District, Guntur D.

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdipatnam, Hyd-28, T.S., INDIA.

Tel. No. : +91 9985138648, E-mail: connect@razza.com



# MCEE SOLUTIONS PRIVATE LIMITED

AKKI PAVANA MURTHY

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

You have received your Appointment letter and compensation breakdown. This offer is subject to you providing all the necessary documents to verify and fix the salary of 16500 per month.

You will also enjoy additional benefits as per the company's policies and practices, which may change from time to time.

Your employment with us will be guided by our Terms and Conditions. You will also have to follow any rules, regulations, policies and practices of the Company, which may be revised occasionally. This offer depends on you agreeing to make certain representations under the Company's Independence representations requirements.

Your compensation details are confidential, and you should only discuss them with the undersigned if you have any questions. Your acceptance of our offer will mark the start of a fruitful relationship with our Company. We request you to join us on or before 05/7/2021. At the time of joining, you must submit the following documents:

Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

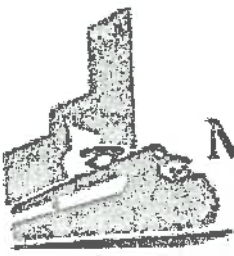
\*Note: If Applicable



Principal  
# REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU NARI PALEM  
Narasaraopeta, Guntur/Dt

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hvd. 28, T.S., INDIA.

Tel. No. : +91 9985138648, E-mail: connect2razza@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: CHEBROLU NAVYA TEJASWI

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

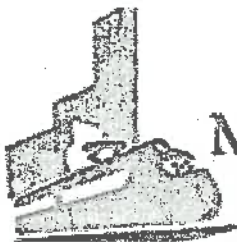
MCEE Solutions Private Limited.

Principal

A.N. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU PALEM

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Michdipatnam, Hyd-28, T.S., INDIA.

Tel: No. +91 9985138648, E-mail: [connect2razza@gmail.com](mailto:connect2razza@gmail.com)



# MCEE SOLUTIONS PRIVATE LIMITED

CHEBROLU NAVYA TEJASWI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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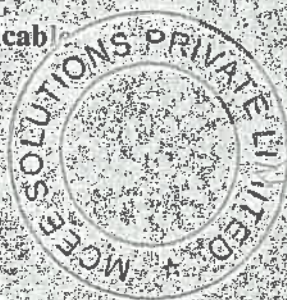
Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
- Copies of Educational Certificates
- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

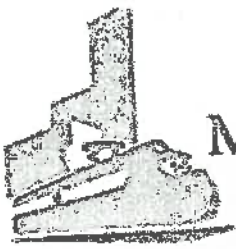
\*Note: If Applicable



  
Principal

M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
SALEM

#503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd-28, T.S., INDIA.  
Tel. No. : +91 9985138648, E-mail: connect2razzak@mail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: DARAVATHU RAVEENDRA NAIK

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 16500/- during this period.
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

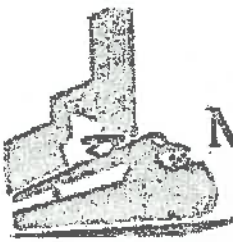
MCEE Solutions Private Limited

Principal  
M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU, NANI PALEM

#503, 5<sup>th</sup> Floor, Manzil Chamber, MehdiPatnam, Hyd-28, T.S., INDIA

Tel. No. : +91 9985138648, E-mail: connect2razaak@ mail.com





# MCEE SOLUTIONS PRIVATE LIMITED

DARAVATHU RAVEENDRA NAIK

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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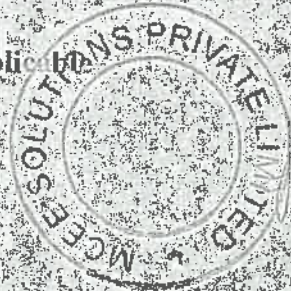
Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
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- Service/Relieving letter from previous 2 employers\*
- Last 3 months Pay Slips\*

The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

\*Note: If Applicable

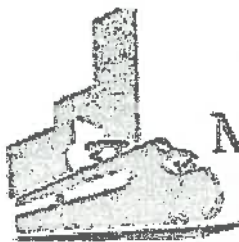


Principal

M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY

#503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd-28, T.S., INDIA

Tel. No. : +91 9985 138648, E-mail: connect2razza@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: KAKANI SHOHINI PRIYA

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

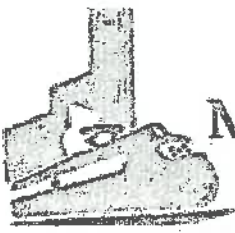
MCEE Solutions Private Limited

Principal

J. R. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLI, RAJAHMUNDRAM, RAJAHMUNDRAM, RAJAHMUNDRAM

# 503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyd.-28, T.S., INDIA

Tel. No. +91 9985138648, E-mail: connect2razza@ mail.com



# MCEE SOLUTIONS PRIVATE LIMITED

KAKANI SHOHINI PRIYA

Congratulations on joining MCEE Solutions Private Limited. Family

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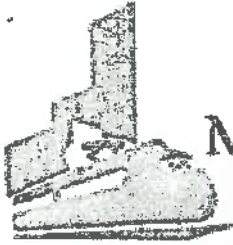
\*Note: If Applicable



Principal  
REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETHURU, RAJAHMUNDRAM, AP, INDIA

#503, 5<sup>th</sup> Floor, Manzil Chamber, MehdiPatnam, Hyd. 28, T.S., INDIA

Tel. No. : +91 9985138648, E-mail: connect2razza@gmail.com



# MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 23/12/2020

Name: MATTI HARI SIVA PRASAD

Dear Trainee,

We are delighted to welcome you to MCEE Solutions Private Limited.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. The terms and conditions of your training are as follows:

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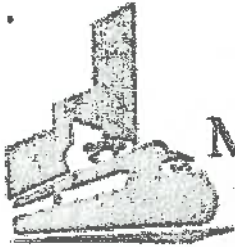
We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited.

  
Principal

VEDY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY  
PETLURU, PALEM  
Hyderabad, India



# MCEE SOLUTIONS PRIVATE LIMITED

MATTI HARI SIVA PRASAD

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of System Analyst at MCEE Solutions Private Limited. #503, 5<sup>th</sup> Floor, Manzil Chamber, Mehdiapatnam, Hyderabad. We are confident that you will be a valuable asset to our company and we are eager to have you on board on or before 05/7/2021.

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The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

\*Note: If Applicable



  
Principal  
REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PALEM



# Kotak Mahindra Bank

Date: 19-JUL-2023  
Ref No: 201808

Dhiravathu Venkata Sandhya  
14-311-1, Near Podda Bavi, Guvazala

Dear Dhiravathu,

We are delighted to appoint you as Assistant Manager, M1 with effect from 04-SEP-2023, or from your date of reporting to work whichever is earlier. This letter of appointment will cease to have effect if you do not join by 04-SEP-2023.

1. **Remuneration** - The details of your remuneration are enumerated in Annexure A. Your remuneration will be paid at such time and in such manner as set forth in the policies, rules and regulations of Kotak Mahindra Bank Limited (herein referred to as the Bank).
2. **Location** - You will initially be posted at our office at Kotak Mahindra Bank Ltd, 0571-Vijaywada-ANP, but you may be deputed at any other office / branch of the Bank or any of its associate companies or any other location and your services are liable to be transferred to any subsidiary or associate or affiliate company. As a Kotakite, you will perform such duties as are assigned to you by the Bank from time to time relating to the position to which you are now appointed and to which you may be transferred / promoted in future.
3. **Conditions of appointment:**
  - 3.1 Your appointment is subject to your providing, inter alia:
    - a. A relieving letter from your previous employer relieving you from your duties.
    - b. A copy of the last pay slip from the previous employer.
    - c. Proof of date of birth.
    - d. Photocopies of Qualification documents
    - e. The Bank's application form complete with photograph.
    - f. Proof of Identity (either Aadhaar card, passport or voter's id)
    - g. Satisfactory Background Verification report conducted by the Bank upon your joining.
    - h. Copy of AMFINISM certification (if applicable)
    - i. Copy of IRDA certification (if applicable)
  - 3.2 Your appointment is also subject to your submitting a 'self-certified medical fitness declaration', format of which will be issued by the Bank.
4. **Probation** - Your appointment is subject to a probation period of 6 Months. Permanent placement with us is contingent upon your successful completion of the probation. During this period, your employment may be terminated by the Bank or by yourself by giving 1 months' notice to the other.
5. **Working hours, Leave and Holidays:**
  - 5.1 You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time or in case your role determines, you may be required to work remotely either fully or partially, or full time from office or field working, as per the Bank's Remote Working policy and 'Shift Allowance' policy.
  - 5.2 As a Kotakite and in view of your position and role, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours when the job so requires.
  - 5.3 The hours of work, holidays and paid leave will be in accordance with the Bank's rules and policies. Please note that if you absent yourself from the services of the Bank without prior written permission of the appropriate authority or overstay sanctioned leave, for the number of days defined in the absconding clause of the Bank's 'Exit Policy', you will be deemed to have abandoned the services of the Bank and your services shall be liable to be terminated by the Bank forthwith.
  - 5.4 Absence from work or disability in performing your duties beyond the period of leave to which you are entitled to under the rules, shall be at the discretion of the management and the same will be without any remuneration. You shall faithfully observe all the rules and regulations of the Bank and comply with all reasonable orders of your managers and attend to your duties punctually at such place or places, as you may be required.
6. **Governance and Code of Conduct:**
  - 6.1 As a Kotakite, you shall abide by the Kotak "Code of Conduct" which is built over 4 Pillars of Care, upholding the foundation of Trust. The 4 Pillars are:
    - a. **Care for my Colleagues** - You shall ensure that you foster equal opportunity, observe diversity and inclusion, create a harassment free and productive workplace. You shall refrain from financial dealings between colleagues, relatives and others and ensure disclosure of personal relationships and relatives from time to time as mandated under the policy.

**Kotak Mahindra Bank Ltd.**  
CIN: L6510DMH1985PLC038137

Kotak Infini, Building No. 21,  
Zone 4, 2nd Floor, Infini Park,  
Off Western Express Highway,  
General AK Vaidya Marg,  
Malad (E), Mumbai 400097,  
Maharashtra, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400057,  
Maharashtra, India.

D. V. Sandhya

Principal

A M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Mdl), Guntur (Dr .



Kotak Mahindra Bank

Date: 19-JUL-2023  
Ref No: 201806

Dhiravathu Venkata Sandhya  
14-3/1-1, Near Pedda Bavi, Guvazala

**LETTER OF APPOINTMENT**

Dear Dhiravathu,

We take great pleasure in extending an offer to you to be a part of Kotak Mahindra Bank. We welcome you to the bank, which values and embraces qualities based on simplicity, prudence, humility and integrity.

When you sign this letter, you would have agreed to be a part of the Kotak family and uphold the 'Kotak DNA'. Kotak DNA includes our values, norms, ideology, beliefs, character, personality, and culture originated by our founding team at Kotak and has evolved over the years with new members joining. Our DNA is what defines the firm, and is the most powerful driver of our performance, which differentiates us from others in the industry.

Please find enclosed the Appointment letter.

We wish you a long and enriching career with Kotak!

In case of any queries please feel free to write to us on [onboarding.helpdesk@kotak.com](mailto:onboarding.helpdesk@kotak.com)

Signature Not Verified

Digitally signed by MANOJ  
PRABHAKAR PHADNIS  
Date: 2023.07.19 18:57:58  
IST

*D.V. Sandhya*

Manoj Phadnis

Executive Vice President – Human Resources

Dhiravathu Venkata Sandhya

Kotak Mahindra Bank Ltd.  
CIN: L65110MH1985PLC038137

Kotak Infiiti, Building No. 21,  
Zone 4, 2nd Floor, Infiiti Park,  
Off Western Express Highway,  
General AK Malya Marg,  
Malad (E), Mumbai 400097,  
Maharashtra, India.

T +91 22 86056825  
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[www.kotak.com](http://www.kotak.com)

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

Principal

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ENGINEERING & TECHNOLOGY  
PETTURIVARI PALEM  
Narasaraopet (Rd), Guntur(Dt)



- b. **Care for my Customers, Partners, Investors and Public** - According to this pillar you are expected to be sensitive and always act in the interest of Kotak and ensure that any business or personal association including close personal relationships which you may have, do not create a conflict of interest with your role and duties in Kotak or its operations. You owe a sense of loyalty to Kotak by the fact that you have voluntarily accepted employment with Kotak. This duty carries obligation that refrains you from placing yourself in a position that could produce a conflict between your self-interest and interest of Kotak. This includes dealing with gifts and favours, encouraging anti-bribery and corruption free business, anti-money laundering, prohibiting financial interests and declaring the same, disclosing personal investments and avoiding insider trading, personal lending and control on borrowing.
  - c. **Care for my Company Assets** - You shall protect Personal, Confidential and Proprietary Information of Kotak and its employees, customers, partners, etc., safeguard Material Information and Non-Public data and Information. You shall maintain confidentiality in office areas and when you are working remotely. You shall practice accurate record keeping and operate within the delegation of authority.
  - d. **Care for my Company Reputation and Community** - You shall follow defined protocols on engaging with Press, Digital, Social Media Relations and other engagements, including Government and Political involvement or lobbying. You shall procure valid licenses and copyrights. You shall exhibit responsibility towards community and environment and ensure you follow protocols on respecting human rights.
- 6.2 Besides, you must also abide by all other internal policies, rules and procedures, as implemented from time to time throughout the term of your employment. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees through various communication channels. You will be governed by the same from time to time as and when the said changes are made. It is your responsibility to keep yourself updated with the changes, read and comply with the same.
- 6.3 Since the nature of your work requires you to handle confidential information, you shall not, at any time during your employment or after your separation from the Bank, without the prior consent of the Bank in writing, divulge, directly or indirectly, any confidential, proprietary, material and non-public information related to the Bank for any purpose whatsoever.
- 6.4 You shall not without prior consent of the Bank in writing, which will not be unreasonably withheld, publish any book or brochure or article or blog/vlog or use social media, concerning any matter, which relates to any activity of the Bank.
- 6.5 In case of violation of the Code of Conduct and/or any other Bank's policies, rules and regulations, the Bank reserves the right to take appropriate action. Apart from this, if any financial loss is caused to the Bank due to proven acts of misconduct committed by you, such financial loss caused to the Bank, can also be recovered from your terminal benefits and/or from any other relationship maintained by you with the Bank.
7. **Declarations and mandatory certifications** - On joining, and thereafter every year and whenever required by the Bank, you must fill and sign declaration modules applicable to you from time to time. You must also comply with all mandatory training modules and get certified from time to time. Likewise, you must update disclosures proactively every time there is a change during your employment with the Bank.
8. **Separation:**
- 8.1 **Superannuation** - The age of superannuation i.e. the age of retirement will be as per the Bank's 'Exit policy'. Your date of birth has been recorded as 11-AUG-2001 in the records of the Bank.
  - 8.2 **Notice Period** - Subject to the right of the Bank to terminate your services in accordance with clause 8.3, it may be terminated either by the Bank or yourself by giving 3 Month(s) notice to the other. The Bank alone, at its discretion, may opt to make / accept payment in lieu of notice period, which will be calculated as per Bank's 'Exit policy'.
  - 8.3 Your employment can be terminated by the Bank, without any notice or payment of any kind in lieu of notice, in the following cases:
    - a. Any incorrect information furnished by you or on suppression of any material information and/or;
    - b. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, invidious, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this letter of appointment or a violation on your part of any of the Bank's rules and policies and/or;
    - c. You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude and/or;
    - d. You being convicted of a serious criminal offence or a criminal offence which, in the Bank's opinion compromises your ability to perform your duties; and/or;
    - e. The results of any background/reference checks or searches conducted by the Bank are found to be unsatisfactory in the opinion of the Bank in its absolute discretion and/or;
    - f. Any misconduct pertaining to moral turpitude, riotous/disorderly behavior, theft, misappropriation, conviction by any court of law and/or;
    - g. Any act or omission, which could be construed as loss of confidence in you by the Management and/or;
    - h. Any act subversive of discipline or any conduct prejudicial to the interest and reputation of the Bank.
  - 8.4 **Garden Leave** - While serving notice, the Bank may require you to take Garden Leave, at the sole discretion of the Management, for all or part of the remaining period of employment. Garden leave may be applicable if you are in grade M5 and above, under certain circumstances or if you are working in sensitive roles, as defined in the Bank's 'Garden Leave Policy'.
  - 8.5 **Inducing/Influencing an employee to leave** - Whilst you are in service of the Bank or upon your separation, you will, not directly or

Kotak Mahindra Bank Ltd.  
CIN: L55110MH1985PLC03B137

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D.V. Sankhya

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Narasaraopet (Mdl), Guntur(Dr.





# Kotak Mahindra Bank

Indirectly, either on your own account or on behalf of or in conjunction with any other person, firm or company induce/influence or attempt to induce/influence any employee of the Bank, to leave the employment of the Bank. Failure to observe this would be considered as a breach of contract on your part.

- 8.5 **Joining Competitor** - As per the 'Exit policy', on your separation from the Bank you will declare if you are joining any Banking or Financial Services Company.
9. **Jurisdiction** - If any term or provision of this appointment letter or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed excluded to that extent, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.
10. This appointment letter shall be governed by, and construed in accordance with, the laws of the Republic of India. Courts of Mumbai shall have exclusive jurisdiction in respect of any disputes arising at out of or in connection with this contract.
11. This letter constitutes the entire understanding between you and the Bank relating to your employment by the Bank and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This appointment letter may be amended by a subsequent written agreement between you and the Bank.

You are requested to send us a copy of this letter signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a long and happy career with us.

Yours faithfully,

For Kotak Mahindra Bank Ltd.,

Signature Not Verified

Digitally signed by MANOJ PRABHAKAR PHADNIS

Date: 2023.07.19 18:57:58

Executive Vice President - Human Resources

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

D.V. Sandhya

Dhiravathu Venkata Sandhya

Kotak Mahindra Bank Ltd.  
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Kotak Mahindra Bank

Annexure - A

Compensation Structure					
	Component	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	15,000	180,000	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (if any)
b. Housing	House Rent Allowance	7,500	90,000	Monthly	Upto 50% of Basic Salary
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: <a href="#">Health to the power infinity</a>
	Statutory Bonus	3,000	36,000	Monthly	Payable as per Payment of Bonus Act
	Professional Allowance	1,399	16,792	Monthly	Paid out as a supplementary allowance
d. Insurances Premiums	Mediclaim		7,750	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2 Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Mediclaim Policy. Policy is renewed in April every year. Voluntary top-up and parents policies cover premium is paid by you.
	Kotak Term Life + GPA		2,200	Annual	This denotes average premium for the grade calculated as per Term Life cover for the grade. Life Insurance Policy: 1.5 times of CTC or grade-wise limit whichever is higher. Group Personal Accident Policy (GPA): 3L or 1 time CTC, whichever is higher. Refer Term Life Insurance Policy & Group Personal Accident Policy.
e. Retirals	Contribution to Gratuity Fund		8,658	Annual	This amount is 4.81% of Basic Salary. However gratuity is payable after 5 years of continuous service as per The Payment for Gratuity Act. As per current gratuity policy of the company, ex-gratia is paid on pro-rata basis at the time of separation even if length of service is less than 5 years.
	Contribution to Provident Fund		21,600	Annual	Company's contribution towards PF @ 12% of Basic
f. Total Fixed Pay (a+b+c+d+e)		27,899	375,000		
<b>Other Benefits:</b>					
Role Based Allowances/ Benefits	<ul style="list-style-type: none"> <li>- Shift Allowance - for employees working in shift as per Shift Working policy</li> <li>- Corporate Mobile SIM - for the roles as per Mobile Policy</li> <li>- Corporate Credit Card - In case your role and grades defined as per Corporate Credit Card policy</li> <li>- Laptop/ Desktop - as per the role eligibility and company policy.</li> </ul>				
Other Benefits	<ul style="list-style-type: none"> <li>- Emergency Loan - Refer to Emergency loan policy for eligibility amount and other details.</li> </ul>				

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PETLURIVADI PALEM  
Narasaraopet (Dist), Guntur (Dt)



January 20, 2022

To,

P. Meghana  
#1-186, fire engine colony,  
Almuru Road, Rudrampet bypass, Anantapur,  
Andhra Pradesh - 515004,

Dear P. Meghana,

We are pleased to extend an offer of employment to join **Prodapt Solutions Private Limited**, herein referred as **Prodapt**, as **Associate Software Engineer** at our offices in Bangalore, India.

As previously discussed with you during the interview process, this position is primarily for your employment in India, and both domestic and international travel may be expected from you. Your initial place of employment will be Bangalore.

We would like you to start work on or about **January 24, 2022** or earlier, if at all possible, and your employment conditions are as follows:

1. **Salary:** Your starting salary and allowances will be at the rate of **INR 350000** per annum, as identified in Schedule A;
2. This offer is valid for a period of **five (5) days** from the date of this letter within which period of time you must accept this offer in writing. This offer is also conditional upon receipt of the documents listed below no later than the day your employment with the company commences.

Please note that you must present the original documents for verification purposes:

- a. Signed copy of the hiring letter and Employment Agreement
- b. Permanent Account Number (PAN) card or copy of PAN application
- c. Relieving certificate from your former employer
- d. Duly attested copy of birth certificate/school leaving certificate for verification of personal data OR duly attested photocopy of the relevant pages of your passport evidencing details such as date of birth, place of residence, photograph, etc.
- e. Duly attested copies of academic and professional certificates
- f. One soft copy of passport size photograph with white background
- g. Last pay slip drawn or compensation note from last employer
- h. Photocopies of passport

Prodapt Solutions Private Limited  
Prince Infocity II, 4th Floor, No. 28/4, Rajiv Gandhi  
Salai (OMR), Kandanachavadi, Chennai - 600036 INDIA.  
CIN: U30007TN1999PTC041799

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TECHNOLOGY  
P. V. R. N. R. P. ALEM  
Narasaraopeta (MID), Guntur (Dt.)



**You must present a PAN card or a copy of PAN application in order to commence employment with Prodapt**

Your acceptance of this letter requires that you begin employment within 4 days of acceptance. If for whatever reason you are unable to join within 4 days, you must contact the undersigned immediately to arrive at a mutually convenient date. Failure to accept the offer or failure to report to work in the stated or agreed timeline with the required documentation, as listed in Item 2 above, will result in an automatic withdrawal of this offer and employment cannot commence unless changes to stated timeline are specifically approved by the undersigned.

Your employment is subject to the company rules, policies and regulations, which may be amended from time to time, at the sole discretion of Prodapt Solutions.

Prodapt's standard working week is 45 hours and will generally be between the hours of 9:15 am to 6:15 pm Monday to Friday, including 1 hour for lunch. As a professional, you will be expected to work the hours per week necessary for the successful conclusion of your assigned tasks and to meet all required deadlines.

Your individual compensation package is confidential between you and the company and should not be disclosed to any person or entity without the prior written consent of Prodapt.

Information relating to company secrets, inventions, Intellectual Capital, ideas, etc., is confidential and will be protected by you to safeguard Prodapt's business interests.

Your employment is conditional to your signing the detailed employment agreement that is attached with this offer letter. This consists of: Protection of company confidential information; non-compete and non-solicitation conditions; general terms and conditions relating to employment.

Any falsification of information you provide in your job application, or concealment of material facts, or disclosure of your employment terms to other employees either directly or indirectly shall result in immediate termination of your services.

Prodapt has the right to transfer your employment or services to any affiliate, group entity or any lawful transferee/assignee of Prodapt's business, subject to compliance with applicable laws.

Please notify Prodapt of your acceptance of the terms and conditions of this offer of employment as stated in the offer letter and employment agreement via email to your recruiter and the HR Team at [dl-oba@prodapt.com](mailto:dl-oba@prodapt.com).

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PETLURAVARI PALEM,  
Narasaraopet (Midi), Guntur, Dt



On your first day of employment with us, you should also bring a signed copy of this letter and the employment agreement with you.

Prodapt is a rapidly growing organization and we seek to attract and retain the most talented professionals whose contributions will make a significant difference in our success. We look forward to working with you.

Yours sincerely,

DocuSigned by:  
*Pradeep Jumani*  
90478315A23B40F...

**Pradeep Jumani (e-sign)**  
**Assistant Vice President - Human Resources**

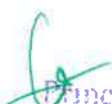
For and on behalf of Prodapt Solutions Pvt Limited

I accept the offer of employment at Prodapt Solutions Private Ltd. on the terms and conditions described above.

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

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

My proposed start date will be on: \_\_\_\_\_

  
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ENGINEERING & TECHNOLOGY  
PETLURU (ARI PALEM  
Narasaraopet (Dist), Guntur, Dt



### Schedule A – Salary & Allowances

Employee's Name	P. Meghana		
Position	Associate Software Engineer		
Grade	P1B		
Components	Annualized Value	Monthly Value	
<b>"A" Fixed</b>			
Basic Pay	1,40,000	11,667	
House Rent Allowance	70,000	5,833	
"A" Sub-total - Fixed	2,10,000	17,500	
<b>"B" Flexible</b>			
Social Allowance	82,454	6,872	
"B" Sub-total Flexible	82,454	6,872	
<b>"C" Retiral Benefits</b>			
Employer Provident Fund	21,600	1,800	
Gratuity	6,734	561	
"C" Sub-total - Retiral Benefits	28,334	2,361	
<b>"D" Bonus</b>			
Bonus*	22,702	1,892	
"D" Sub-total Bonus	22,702	1,892	
<b>"E" Annual Component</b>			
Health Insurance	6,500	542	
"E" Sub-total – Annual Component	6,500	542	
<b>Total Cost to Company: Total (A+B+C+D+E)</b>	<b>3,50,000</b>	<b>29,167</b>	

**Note:**

Special Allowance is a flexible component. Employee can reduce the special allowance to avail the tax benefit and get it as a re-imbursment for Expenses by producing the bills such as Telephone and Car Maintenance. Medical Insurance coverage will be eligible for your parents, spouse & two children.

Re-imbursment amount can be fixed with Finance Department.

No need to Produce bills for Lunch Coupons.

\*Bonus will be paid once in a quarter

  
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PETLURMARI PALEM  
Narasaraopet (M.C.), Guntur (Dt)



**EMPLOYMENT AGREEMENT**

AGREEMENT made this January 20, 2022, between, P. Meghana, a citizen of India having place of residence in Andhra Pradesh ("Employee") and Prodapt Solutions Private Limited, a company incorporated in India ("Prodapt").

In consideration of Employee's employment or continued employment by Prodapt, Employee's wages or salary and other benefits in compensation of Employee's services, and the other mutual covenants and agreements contained herein, and in lieu of any prior agreement or correspondence, the Employee and Prodapt agree as follows:

**1. Employment**

Employee agrees to use his best efforts and abilities to promote the interests of Prodapt. Subject to the terms and conditions of this agreement, Prodapt hereby agrees to employ Employee as further defined in this agreement. Except as provided in this agreement, Prodapt agrees to pay Employee's salary, at the rate agreed to from time to time, and to confer upon Employee PRODAPT's standard agreement.

PRODAPT has the right to transfer the employment or services of the Employee to any affiliate or group entity or any lawful transferee/assignee of PRODAPT's business, subject to compliance with applicable laws. However, the Employee does not have any right to seek employment in any affiliate or group entity of PRODAPT, on any ground whatsoever.

The Employee shall be entitled to such number and dates of mandatory holidays as are prescribed by PRODAPT from time to time.

**2. Probation Period**

Employee will be on probation for Six months, at the end of the probation period, Unless and until the organization comes back with an extension of the probation, Your services will be deemed to be confirmed. Also, during the probation period the company will be entitled to discontinue your services with immediate effect in case your performance is not found satisfactory.

**3. Inventions**

As used herein, "Inventions" means discoveries, improvements and ideas (whether or not shown or described in writing or reduced to practice) and works of authorship, whether or not patentable or copyrightable or otherwise protectable under any law in India or in any other country, or in respect of which PRODAPT enjoys, is entitled to enjoy or may enjoy, a right which is registered or unregistered, (i) which relate directly to the business of PRODAPT or any other group or affiliate companies, (ii) which relate to the PRODAPT's actual or demonstrably anticipated research or development. This section does not apply to any invention developed by Employee prior to Employee's employment by PRODAPT, provided that such invention is listed and described in an exhibit attached to and made part of this agreement.

With respect to inventions made, authored or conceived by Employee, either solely or jointly with others, during Employee's employment, whether or not during normal working hours and whether or not at PRODAPT's premises, Employee acknowledges and agrees that the present agreement being a contract for service the Company owns all copyright and other rights thereto. Employee further agrees that it will (i) keep accurate, complete and timely records of such inventions, which records shall be PRODAPT's property and be retained on PRODAPT's premises; (ii) promptly and fully disclose and describe such inventions in writing to PRODAPT.

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ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Mdl), Guntur, Dr.



(iii) assign, and does hereby assign, copyrights, and applications therefore with respect to such inventions; and (iv) acknowledge and deliver promptly to PRODAPT (without charge to PRODAPT but at the expense of PRODAPT) such written instruments and so such other acts as may be necessary in the opinion of PRODAPT to obtain and preserve such property rights and to vest the entire right and title thereto in PRODAPT.

Employee will cooperate with PRODAPT in the execution of any documents which affect the assignment/transfer of inventions or rights thereto which may be required by PRODAPT clients or other third party, provided that such requirement is no broader than the requirements of Section 2 above.

**4. Confidential Information**

During the term of Employee's employment by PRODAPT and any time thereafter, except in the course of performing Employee's employment duties for PRODAPT, the Employee will not use, disclose, reveal or report any confidential information of PRODAPT's past or current clients, or of other parties which have disclosed confidential or proprietary information to PRODAPT. As used herein, "confidential information" means information not generally known that is proprietary to PRODAPT, its clients or other parties, including but not limited to information about any clients, prospective clients, sales proposals, employees, processes, operations, products, services, organization, research, development, accounting, marketing, applications, selling, servicing, finance, business systems, computer systems, software systems and techniques. All information disclosed to Employee, or to which Employee obtains access, whether originated by Employee or by others, which Employee has reasonable basis to believe to be confidential information, or which is treated by PRODAPT or its clients or other parties as being confidential information, shall be presumed to be confidential information.

Employee will cooperate with PRODAPT in the execution of any personal confidentiality agreement, which may be required by a PRODAPT client or other third party; provided that such agreement is no broader in its provisions to the requirements of Section 3 above.

**5. No Solicitation; Prohibition on Transacting Business**

As a material consideration for Company's entering into this Agreement, you agree that while you are employed by Company, and for a period of two years commencing on the termination of your employment for any reason whatsoever (or for no reason), neither you nor any person or entity controlled by you shall, directly or indirectly,

- a) solicit or aid in the solicitation for employment or the provision of services (including but not limited to as an agent, contractor or consultant) any person employed by, or serving as an agent, contractor or consultant to, Company or its successors or assigns including, without limitation, individuals employed or serving as technicians, sales employees or in administration or management;
- b) solicit or aid in the solicitation of any Customer of Company with whom you worked or had regular contact, or on whose account you worked at any time during the two years preceding the your termination;
- c) solicit or aid in the solicitation of any individual or entity which you know or has reason to know was a Customer Prospect or Customer Suspect during the two years preceding the your termination; or

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**Prodapt** Chase  
Extraordinary

d) transact business with a Customer either on your own behalf or on behalf of another person or entity other than the Company.

**6. Non-Compete:**

To protect the Company's business interests and maintain the secrecy of its confidential and proprietary information you agree that for two years after leaving the services of the Company, you will not work for any of the Company's, its associate's, affiliate's, successor's, assign's, subsidiary's or principal contractor's customers and / or competitors without specific written approval from Company. Prodapt will not unduly withhold such approval.

**7. Background Verification:**

The Company reserves the right to conduct a background check of its employees, and your employment may be conditioned on satisfactory results. The Employee hereby consents to the conducting of a background check by Company and/or Company's agents, customer and/or client to the full extent permitted by law during the term of employment. Such a background check may include, but shall not be limited to educational qualifications, previous employment records, contacting past employers, criminal records and conducting an identity check criminal record check, drug and/or alcohol screening, etc.

Employment under this Agreement is conditioned upon satisfactory verification of the above mentioned background checks.

The Employee agrees not to hold Company and/or its agent(s), customer(s) and/or client(s) liable for any claims in connection with such checking or testing or the reporting of the results thereof to Company.

**8. Return of PRODAPT Property**

Upon termination of employment, the Employee shall return to PRODAPT all copies of any confidential information (whether in paper, electronic or any other form) and all hardware, software, books, documentation, files, keys, keycards, company credit cards, mobile phones, visiting cards, records, lists and any other information or property owned by PRODAPT within Employee's possession or control, including copies thereof.

**9. Injunctive Relief**

In the event of a breach or threatened breach of Sections 2, 3, 4 or 5 by Employee, PRODAPT shall be entitled, without posting of a bond, to an injunction restraining such breach, an accounting and repayment of profits, compensation, commission, remuneration or other benefits that Employee, directly or indirectly, may realize as a result of such violation and to reimbursement of any attorney's fees and costs incurred by PRODAPT as a result of such breach. Nothing herein shall be construed as prohibiting PRODAPT from pursuing any other statutory or common law remedy available to it for such breach.

**10. Term**

10.1 Employment under this agreement may be terminable by PRODAPT with a minimum of 90 days prior notice to Employee.



- 10.2 Employment under this agreement may be terminable by Employee with a minimum of 90 days prior notice to PRODAPT. This is also applicable for employees under probation.
- 10.3 For purposes of this agreement, cause means criminal activity, dishonesty, negligence, or breach of the Employee's fiduciary duties to PRODAPT, breach or non-observance of the terms of this agreement or failure to perform duties to the standards laid down by PRODAPT.
- 10.4 Absence of a continuous period of three (3) days without prior approval of your superior, including overstay of the leave/training, would be treated as abandonment of service.

Sections 2 through 9 of this agreement shall survive termination of employment.

**11. General Provisions**

This agreement may be assigned by PRODAPT and shall inure to the benefit of PRODAPT's successors and assigns. If any term, provision, covenant or agreement hereof is held by a court to be invalid, void or unenforceable, the remainder of the terms hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated. This agreement shall be governed by and construed in accordance with the laws of India and in the event of any dispute or difference, the courts at Chennai shall have exclusive jurisdiction. This agreement contains the entire contract between the parties. All prior agreements between the parties regarding such matters or Employee's employment are superseded hereby and terminated.

In witness whereof, the undersigned have executed this agreement as of \_\_\_\_\_

EMPLOYEE:

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

For PRODAPT:

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

DocuSigned by:  
*Pradeep Juman*  
 00478315A23B40F

**Pradeep Juman (e-sign)**  
**Assistant Vice President - Human Resources**  
**For and on behalf of Prodapt Solutions Pvt Limited**

Pradeep Juman

*Principal*  
**A.M REDDY MEMORIAL COLLEGE OF  
 ENGINEERING & TECHNOLOGY  
 PETLURIVARI PALEM  
 Narasaraopet (Mdl), Guntur, Dr**

## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear Badappagari Revanna,

We are delight to inform you that you have been selected for the position of **CSA** in our organization for our Mangalore location the salary offered is **CTC 16000/- per month**

Please be present in office as on **12<sup>th</sup> July 2021** for the further process at our Office address below with the documents as discussed:

In case you have any queries please feel free to reach us on +91 **7795388861** or you can also email us on [hr.mangalore@cogenteservices.com](mailto:hr.mangalore@cogenteservices.com)

We welcome you to join our cogent family and have a long term fruitful relationship with us.

  
Authorized Signatory

Address:  
Cogent E-services Pvt Ltd  
1<sup>st</sup> Floor Raj Towers  
Opposite Roopa Hotel  
Balmatta Road, Milagris  
Mangalore 575 003  
Mobile: 7795388861 / 6282443203

  
Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (JdI), Guntur(Dr .

## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear G.Priyanka,

We are delight to inform you that you have been selected for the position of **CSA** in our organization for our Mangalore location the salary offered is **CTC 16000/- per month**

Please be present in office as on **12<sup>th</sup> July 2021** for the further process at our Office address below with the documents as discussed:

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Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Mdl), Guntur(Dr

## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear B.Aravind,

We are delight to inform you that you have been selected for the position of CSA in our organization for our Mangalore location the salary offered is CTC 16000/- per month

Please be present in office as on 12<sup>th</sup> July 2021 for the further process at our Office address below with the documents as discussed:

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We welcome you to join our cogent family and have a long term fruitful relationship with us.

Authorized Signatory

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Mobile: 7795388861 / 6282443203

  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PÉTLURIVARI PALEM  
Narasaraopet (Mdl), Guntur(Dt)

## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear **Jyothi Anusha,**

We are delight to inform you that you have been selected for the position of **CSA** in our organization for our Mangalore location the salary offered is **CTC 16000/- per month**

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Authorized Signatory

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Mangalore 575 003  
Mobile: 7795388861 / 6282443203

  
Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Mdl), Guntur(Dr .

## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear Sarvepalli Amulya,

We are delight to inform you that you have been selected for the position of **CSA** in our organization for our Mangalore location the salary offered is **CTC 16000/- per month**

Please be present in office as on **12<sup>th</sup> July 2021** for the further process at our Office address below with the documents as discussed:

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Authorized Signatory

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Mobile: 7795388861 / 6282443203

  
Principal  
A M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU VRI PALEM  
Mangalore (Kd), Guntur (Dt)

## Intent to Hire

Date: 15<sup>th</sup> February 2021


Dear C.Jyoshna,

We are delight to inform you that you have been selected for the position of CSA in our organization for our Mangalore location the salary offered is CTC 16000/- per month

Please be present in office as on 12<sup>th</sup> July 2021 for the further process at our Office address below with the documents as discussed:

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Authorized Signatory

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Mangalore 575 003  
Mobile: 7795388861 / 6282443203



Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Midi), Guntur (Dr .



## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear K.Chikkanna,

We are delight to inform you that you have been selected for the position of **CSA** in our organization for our Mangalore location the salary offered is **CTC 16000/- per month**


Please be present in office as on **12<sup>th</sup> July 2021** for the further process at our Office address below with the documents as discussed:

In case you have any queries please feel free to reach us on +91 **7795388861** or you can also email us on [hr.mangalore@cogenteservices.com](mailto:hr.mangalore@cogenteservices.com)

We welcome you to join our cogent family and have a long term fruitful relationship with us.

  
Authorized Signatory

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Mangalore 575 003  
Mobile: 7795388861 / 6282443203

  
Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Nargabroodpet (Dist) Guntur(Dr)

## Intent to Hire

Date: 15<sup>th</sup> February 2021


Dear Moka Santhosh,

We are delight to inform you that you have been selected for the position of **CSA** in our organization for our Mangalore location the salary offered is **CTC 16000/- per month**


Please be present in office as on **12<sup>th</sup> July 2021** for the further process at our Office address below with the documents as discussed:

In case you have any queries please feel free to reach us on **7795388861** or you can also email us on [hr.mangalore@cogenteservices.com](mailto:hr.mangalore@cogenteservices.com)

We welcome you to join our cogent family and have a long term fruitful relationship with us.

  
Authorized Signatory

Address:  
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Opposite Roopa Hotel  
Balmatta Road, Milagris  
Mangalore 575 003  
Mobile: 7795388861 / 6282443203

  
Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLUSIVARI PALEM  
Narasaraopeta (MCH), Guntur/Dr

## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear Popuri Swarna Mery,

We are delight to inform you that you have been selected for the position of **CSA** in our organization for our Mangalore location the salary offered is **CTC 16000/- per month**

Please be present in office as on **12<sup>th</sup> July 2021** for the further process at our Office address below with the documents as discussed:

In case you have any queries please feel free to reach us on 992  
**7795388861** or you can also email us on  
[hr.mangalore@cogenteservices.com](mailto:hr.mangalore@cogenteservices.com)

We welcome you to join our cogent family and have a long term fruitful relationship with us.



Authorized Signatory

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Opposite Roopa Hotel  
Balmatta Road, Milagris  
Mangalore 575 003  
Mobile: 7795388861 / 6282443203



Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU NERI PALEM  
Mangalore, Karnataka, India

## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear V.Atchyuth Viswa Sai,

We are delight to inform you that you have been selected for the position of CSA in our organization for our Mangalore location the salary offered is CTC 16000/- per month

Please be present in office as on 12<sup>th</sup> July 2021 for the further process at our Office address below with the documents as discussed:

In case you have any queries please feel free to reach us on +91 7795388861 or you can also email us on [hr.mangalore@cogenteservices.com](mailto:hr.mangalore@cogenteservices.com)

We welcome you to join our cogent family and have a long term fruitful relationship with us.

  
Authorized Signatory

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Mangalore 575 003  
Mobile: 7795388861 / 6282443203

  
Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasimhapet (Mdi), Guntur(Dt)

## Intent to Hire

Date: 15<sup>th</sup> February 2021

Dear S.Harish Kumar,

We are delight to inform you that you have been selected for the position of CSA in our organization for our Mangalore location the salary offered is CTC 16000/- per month

Please be present in office as on 12<sup>th</sup> July 2021 for the further process at our Office address below with the documents as discussed:


In case you have any queries please feel free to reach us on 988 222 2222 or 7795388861. or you can also email us on [hr.mangalore@cogenteservices.com](mailto:hr.mangalore@cogenteservices.com)

We welcome you to join our cogent family and have a long term fruitful relationship with us.



Authorized Signatory

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Mobile: 7795388861 / 6282443203



Principal  
M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETTAPOLE PALEM  
Narayanapuram, Sankarapuram, Sankarapuram



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: KATAMGARI SEKHAR

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you a one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

The terms and conditions of your training are as follows:

1. Your training period will be one year from the date of joining as a trainee and you will receive a monthly stipend of Rs. 17500/- during this period.
2. You will have to undergo a pre-training medical check-up as this offer is contingent on your medical fitness. You will also have to undergo regular medical check-ups during your training period. Your training will be terminated if you are found medically unfit.
3. You will be assigned to any of the departments, branches or manufacturing units of the organization, based on the requirement and the management's discretion. You may also have to undergo training in shifts if needed.
4. You may be transferred or posted to any location, department or unit of the organization, based on the training requirement. You will have to abide by the service conditions, rules, regulations and other terms applicable at the new place of training.
5. If you wish to discontinue your training during the training period, you will have to give a written notice of three months in advance or pay back three months of stipend as compensation. This condition may change from time to time and you will be notified accordingly.
6. After completing your training, the organization may or may not offer you employment, depending on its sole discretion. You will not have any right to claim employment with the organization after your training.
7. You will be eligible for seven casual leaves and five sick leaves during your training period. You will also be covered under the ESI act, 1948.
8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,  
DECCAN SOLUTIONS



Principal

A M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETHURU, RALEM



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: KATURI YESOBU

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,  
DECCAN SOLUTIONS



Principal

A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLUR PALEM



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: SHAIK GHOUSE AHEMMED

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

The terms and conditions of your training are as follows:

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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,  
DECCAN SOLUTIONS



Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Guntur Dt.





# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: ARIKA RAKESH

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

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Sincerely,  
DECCAN SOLUTIONS



Principal  
A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU, PALEM



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: CHINTHALA SAI

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

The terms and conditions of your training are as follows:

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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,  
DECCAN SOLUTIONS



*[Signature]*  
Principal  
A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURVAJI PALEM



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: NAGENDLA RAVI

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

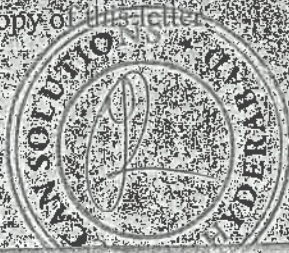
As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,  
DECCAN SOLUTIONS



Principal

A.M. REDDY MEMORIAL COLLEGE OF  
TECHNOLOGY  
A.L.E.M.



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: SAVARAPU PRAVEEN KUMAR

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

The terms and conditions of your training are as follows:

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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,  
DECCAN SOLUTIONS



Principal

A. N. REDDY TECHNICAL COLLEGE OF



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: CHUKKA PRIYANKA

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,  
DECCAN SOLUTIONS.



Principal

M REDDY MEMORIAL COLLEGE OF

TECHNOLOGY

www.deccasol.co.in

PETL

Hyderabad

# 12-2-825 Mehdiapatnam, Hyderabad, T.S. Cont- 9010292949



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: GOPALAM NAMRATHA

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

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Sincerely,

DECCAN SOLUTIONS



M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
P. B. S. BALAJI  
SARAFARAZ, HYDRABAD



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: JYOTHI HEMEEMA

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

The terms and conditions of your training are as follows:

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Sincerely,  
DECCAN SOLUTIONS



J. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
HYDERABAD  
www.deccasol.co.in



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: NEELURU VIJAY KUMAR

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

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Sincerely,  
DECCAN SOLUTIONS



Principal

AMREDDY MEMORIAL COLLEGE

PETLURU, DIST. PALEM

Narasaraopeta (Hd), Guntur Dt





# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: PERUMALLA PURUSHOTTAM

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS

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Sincerely,  
DECCAN SOLUTIONS



Principal



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: UPPUTHALLA NAGENDRABABU

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Sincerely,  
DECCAN SOLUTIONS



WIRELESS COMMUNICATIONS COLLEGE OF  
ENGINEERING & TECHNOLOGY  
GUNTUR  
Narasaraopeta (Dist) Guntur, Dt



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: ATMAKURU JYOTHI

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETHURAI, RAJAMPET  
Narasaraopet (Md), Guntur Dt.

# 12-2-825 Mehdiapatnam, Hyderabad, T.S. Cont- 9010292949 www.deccasol.co.in



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: BONDALAPATI CHANDRA SHEKAR

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

As per your application and subsequent discussions, we are happy to offer you one-year training in the Hyderabad. We are delighted to offer you the position of Data Analytics at DECCAN SOLUTIONS.

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Principal

A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: MALLELA VAMSI

Dear Trainee,

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Principal

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ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Vid), Guntur Dt

# 12-2-825 Mehdiapatnam, Hyderabad, T.S. Cont-9010292949, www.deccasol.co.in



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: VALLEPU ROSI BABU

Dear Trainee,

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Principal

A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU, ANI PALEM  
Narasaraopet, (Jd), Guntur, Dr



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: AVULA SRINIVASULU

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal

A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY

# 12-2-825 Mehdiapatnam, Hyderabad, T.S. Cont- 9016292949, www.deccansol.co.in

Marasaraopet (M.C.), Guntur (Dt



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: DEVANABOINA APARNA

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal

A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY

DETLHEWARI PALEM  
Narasaraopet (M.D.), Guntur Dist

# 12-2-825 Mehdiapatnam, Hyderabad, T.S. Cont- 9016292949, www.deccasol.co.in





# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: GOGULA MAHESH

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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DECCAN SOLUTIONS.



Principal

A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU, www.deccan.com  
Narasaraopet (Midi), Guntur, Dr

# 12-2-825 Mehdipatnam, Hyderabad, T.S. Cont-9010292949



# DECCAN SOLUTIONS

## LETTER OF INTENT

Date: 06/1/2021

Name: KONDAPALLI HIMABINDU

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal

A. N. REDDY MEMORIAL COLLEGE OF

TECHNOLOGY

PETTURVARI PALEM

Narasaraopet, Andhra Pradesh, Guntur District



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20217736304/Chennai**  
**Date: 23/03/2022**

Ms. Roopa Devi Avisineni  
10-19/1, Babanagar(V), Kanala(P), Nandyal H.No-10-19-1, Babanagar(V),  
Babanagar(V), Kanala(P), Nandyal,  
Nandyal-518593,  
Andhra Pradesh.  
Tel# 91-9553518039

Dear Roopa Devi Avisineni,

**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.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** 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, it will be construed that you are not interested in this employment and 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, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). 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.

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**TATA CONSULTANCY SERVICES**  
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India  
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: career@tcs.com

  
Principal 1

**A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Rd), Guntur Dt.,**



## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- 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 ₹5,914/- 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. 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.

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Narasaraopeta (Jidi), Guntur, DL.



## PERFORMANCE PAY

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. 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.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the TCS Xplore /Xperience Programme.

## CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## 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.

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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.

## 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.

## Loans

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

## Professional Memberships

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

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PESLAKSHARI PALEM  
Narasaraopet (Dist), Guntur Dist.



## 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 60% 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. Pre requisites for Joining**

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Programme 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 programme, 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.

#### 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

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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. Work in SBWS mode

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

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

#### 12. 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

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serve TCSL as per the Notice Period clause 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.

### 13. Terms and Conditions

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

### 14. 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.

### 15. 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.

### 16. 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.

### 17. 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.

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## 18. 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.

## 19. 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.

## 20. 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 Srilankan 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 :

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- \*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

## 21. 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.

## 22. 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.

## 23. 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.

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#### 24. 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.

#### 25. 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 in force 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.

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**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.

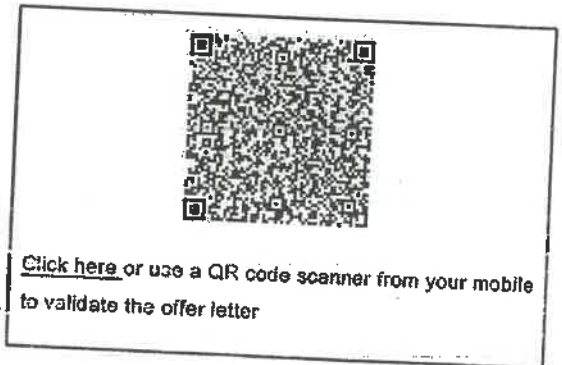
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

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 Xplore Centres  
Annexure 3: Confidentiality and IP Terms

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**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Roopa Devi Avislneni</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>A.M. Reddy Memorial College Of Engineering And Technology</b>

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
<b>Total of Annual Components &amp; Retirals</b>	<b>2,485</b>	<b>37,722</b>
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,877</b>

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

\*\*The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

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

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
<b>GROSS BOUQUET OF BENEFITS</b>	<b>7,646</b>	<b>91,752</b>

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**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
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**13**  
**A.M REDDY MEMORIAL COLLEGE OF**  
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**PETLURIVARI PALEM**  
**Narsaraopet (Mdi), Guntur (Dr**



**Annexure 2**

<p><b>Ahmedabad</b> TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p><b>Bangalore</b> TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p><b>BUBANESHWAR</b> TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II)-- BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p><b>Chennai</b> TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p><b>DELHI – Gurgaon</b> TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon -122003, Haryana</p>	<p><b>DELHI – Noida</b> TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 &amp; A-45, Ground, 1st to 5th Floor &amp; 10th floor, Galaxy Business Park, Block - C &amp; D, Sector - 62, Noida - 201 309, UP</p>
<p><b>Guwahati</b> TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p><b>Hyderabad</b> TCS XP HR Lead Tata Consultancy Services, C City, Nanakramguda, Hyderabad</p>
<p><b>INDORE</b> TCS XP HR Lead Tata Consultancy Services, IT/ITES-SEZ, Scheme No. 151 &amp; 169-B, Super Corridor, Village Tigariya Badshah &amp; Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p><b>KOLKATA</b> TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal-OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p><b>KOCHI</b> TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p><b>MUMBAI</b> TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p><b>NAGPUR</b> TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra-441108,</p>	<p><b>PUNE</b> TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p><b>Trivandrum</b> TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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**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 Associate and shall include the following:

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

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

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

(d) Customer and prospective customer lists, and

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

  
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## 2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly 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 employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

## 3. Intellectual Property Rights

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



**4. Prior knowledge**

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

**5. Use of third party material**

Associate expressly agrees that 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.**

Associate 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. Working in SBWS Framework:**

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

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

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

(g) will not allow anybody to share the official asset being used:

#### 8. Restriction on Associate's Rights

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

#### 9. No License

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

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## 10. Equitable Rights

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

## 11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or 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. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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



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

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

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PETLURIVARI PALEM  
Narasaraopet (Md), Guntur(Dr .



DirectCore/RH9016569/270618/Pune/December/V2

## PRIVATE AND CONFIDENTIAL

December 04, 2021

**SIVAKUMARI KUNDHURTHI**

**Andhra Pradesh  
, India.**

Dear SIVAKUMARI KUNDHURTHI,

Welcome to Mphasis. It gives me great pleasure to invite you to join the family of Mphasis.

We are pleased to offer you the position of a Specialization Trainee, in **Band 5 and Level 1** with our organisation. The gross compensation will be **INR 2,50,000/- (Two Lakhs Fifty Thousand rupees only)** per annum.

You are required to sign a training bond and agreement for **INR 1,00,000/- (Rupees One Lakh Only)** for a period of 24 months. This bond is applicable from your date of joining the company. The bond for the complete amount of **INR 1,00,000/- (Rupees One Lakh Only)** would be recovered if you resigned within 24 months.

Upon successful graduation from The Mphasis Learning Academy by securing minimum marks in various training modules and completion of 3 months in Mphasis:

- Your gross compensation will be revised to **INR 3,25,000/- (Rupees Three Lakhs Twenty-Five Thousand Only)** per annum
- This salary change will be effective from the subsequent month after completion of 3 months from your date of joining

Mphasis is defined by a strong and intrinsic culture that sets us apart. Our DNA, while evolving through various transformations, has still fundamentally been driven by the same core values. **Customer centricity** has been one such tenet that influences every Mphasian. We strive to understand our customer's need, staying ahead of the curve to deliver best-in-class service. Equally crucial, is our **outcome focus**, wherein our eyes stay on the end result without compromising on our quality, ethics and people. We draw our greatest strength from our people. Hence, **empowering** our workforce has gone hand-in-hand with greater accountability, thereby creating responsible citizens of the world. As we redefine what business success means in the changing landscape, we believe in inculcating the spirit of **experimentation** so that established systems and ways of doing things are constantly tested, questioned and disrupted. Imagination,

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www.mphasis.com

Mphasis Limited  
Registered Office:  
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Marathahalli Outer Ring Road, Doddanahalli Village,  
Mahadevapura, Bangalore 560075, India

CIN: L3007KA1992PLC02529

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Narasaraopet (M.D.) Guntur Dt



Innovation and the ability to take risks are fundamental characteristics that make us shatter boundaries.

These shared values and beliefs are the influencers of everyday work culture at Mphasis that has eventually built our ethos. It is what integrates us across technologies, platforms and geographies. We are proud of it and we eagerly welcome you to the Mphasis way of life.

This offer of employment is contingent upon you fulfilling the background verification process that the organization will conduct.

We look forward to you joining us on December 06, 2021 at Pune. The reporting time is **10:00 AM**. You endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom right corner and return to the undersigned by either mailing it or handing it over to us on the date of your joining.

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Mphasis Limited

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ENGINEERING & TECHNOLOGY  
PALEM  
Narasaraopet (M&T), Guntur (Dt)



**ANNEXURE - 1**

<b>Name</b>	<b>SIVAKUMARI KUNDHURTHI</b>
<b>Band</b>	<b>Band 5</b>
<b>Level</b>	<b>Level 1</b>
<b>Title</b>	<b>Specialization Trainee</b>
<b>Total Compensation / CTC</b>	<b>2,50,000</b>
<b>Band</b>	<b>Band 5</b>
<b>Level</b>	<b>Level 1</b>
<b>Salary Component</b>	<b>Amount (In Rs./Month)</b>
Basic	8,333
House Rent Allowance	4,467
Leave Travel Allowance	NA
Special Allowance	2,083
Ex-Gratia / Bonus*	3,200
<b>Total Fixed Cash</b>	<b>18,083</b>
Variable Pay	1,042
Employer Provident Fund	1,250
Mediclaime Insurance Premium	458
<b>Target Cost to Company</b>	<b>20,833</b>
<b>Target Cost to Company (per annum)</b>	<b>2,50,000</b>

Note:

\* As per Statutory regulations, if your covered under Payment of Bonus act, this component will be paid as "Bonus" if not will be paid as "Ex- Gratia".

\*\* Variable Pay will be payable on Quarterly basis. Amount shown is payable on 100% Target achievement. The company and unit/function performance achievement against the target measured quarterly shall determine the payout under the Variable Pay Plan. Note: Variable Pay is governed by the provisions of Variable Pay Plan (available on Mphasis Intranet) and the same will be reviewed from time to time.

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Mphasis Limited  
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 Mahadevapura, Bangalore - 560078, India

CIN: L3007KA1992PLC025294

*(Signature)*  
 A.M. REDDY MEMORIAL COLLEGE OF  
 ENGINEERING & TECHNOLOGY  
 P. K. SIVAKUMARI PALEM  
 Narasipatnam (Mdr), Guntur/Dr

**ANNEXURE - 2**

**TERMS OF EMPLOYMENT**

Your employment at Mphasis Limited. ("The Company") will be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

**1) Hours of Work**

- 1.1. A working day shall comprise of nine hours.
- 1.2. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance.
- 1.3. At times you may be required to work beyond 8 working hours.
- 1.4. Employees at the client site shall follow the working hours as applicable at client site.

**2) Place of Employment**

- 2.1. During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad.
- 2.2. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.

**3) Travel**

You may be required to travel, whether in India or overseas, in connection with office work at short notice.

**4) Salary and Benefits**

- 4.1. Mphasis reviews employee compensation periodically and you may be eligible for salary increase based on review. However, any salary increase shall be at Company's sole and absolute discretion which is dependent on Organization's as well as Individual performance.
- 4.2. In addition to salary, you shall also be entitled to receive other benefits as applicable under the Company policy. The Company shall, in its sole discretion, be entitled to amend, vary, and modify any of the terms and conditions of the policy with regard to the benefits that are offered to you.
- 4.3. The term 'financial year' denotes the period starting from 1st November to 31st of October of the following calendar year

**5) Relocation**

You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining Mphasis, this amount has to be paid back to the company.

**6) Group Insurance, Provident Fund and Gratuity**

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ENGINEERING & TECHNOLOGY  
BETLURIVARI PALEM  
Mangarajpet (Hidi), Guntur (Dr)

6.1. From the month following the month of joining, the Company will provide you coverage under the following Policies at no cost to you up to the date of cessation of employment:

- 6.1.1. Group Mediclaim Policy (for all employees)
- 6.1.2. Group Gratuity- scheme (all employees)

#### 7) Leave Entitlement Policy

As per the Company's existing Leave policy you will be entitled to twenty four working days of Privilege leave annually which is calculated at 2 days for every month of completed service. This is an earned leave and included any other form of casual or medical leave.

#### 8) Termination

8.1. Your employment with the Company is subject to termination on:

- 8.1.1. month's prior notice by either side
  - 8.2. The Company reserves the right to, at its sole discretion, substitute the notice period by paying you salary in lieu of the notice period.
  - 8.3. For abundant caution, it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/resignation letter (by whatever name it is called) will be accepted by the Company only on your satisfying the required notice period as stated in our Company's HR handbook. Further, till such time as the Company accepts your resignation letter, you will be deemed to be an employee of the Company and the terms and conditions of your employment will still continue to bind you.
  - 8.4. The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if:
    - 8.4.1. You neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct; or
    - 8.4.2. You are guilty of any misconduct whether or not in the performance of your duties (including but not limited to being an undischarged insolvent, being convicted by any criminal court, being involved in fraudulent acts, etc) or commit any act which in the opinion of the Company is likely to bring the Company any disrepute whether or not such act is directly related to the affairs of the Company; or
    - 8.4.3. You commit any breach of any of your duties or obligations under this agreement or the policies of the Company.
    - 8.4.4. There is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the information provided by you.
- In the event of termination under Clause 8.4.2, you shall not be entitled to any benefits whatsoever.

#### 9) Mode of Communication

For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

#### 10) Confidentiality

10.1. You agree at all times during the term of your employment and thereafter (without limit of time);

- 10.1.1. To hold the Confidential Information in strictest confidence, and not to use or attempt to use the same, except for the benefit of the Company, and
  - 10.1.2. Not to disclose or divulge the Confidential Information to any person or entity without written authorization of the Company.
  - 10.1.3. You agree to return to Mphasis all proprietary information, including copies on paper, hard drive, disk, tape and other media, upon completion or termination of any project or upon cessation of your employment with Mphasis IT Services.
- 10.2. For the purposes of Clause 10.1, "Confidential Information" means any Company proprietary or confidential information, technical data, trade secrets or know-how, whether (oral or written or in electronic format and whether marked confidential or not), including but not limited to; research, business plans, products, product improvements, processes and process documents, services, projects, proposals, all work produced by you whether during normal working hours or not, computer program, documentation, customer lists and customers (including, but not limited to, customers of the Company with whom you become acquainted), markets, software, developments, inventions processes, formulas, technology, designs, drawings, engineering, marketing, distribution and sales methods, sales and profit figures, finances, techniques, strategies, discoveries, the title and description of any patents or patent applications filed by the Company in any country or jurisdiction (until the same is generally available to the public), and any other business information of the Company including its business plans, practice methodologies and technologies (including computer software), training materials, personnel information, client lists and information regarding the business needs, strategies and technologies of present and prospective clients and internal Company publications, whether directly or indirectly, or by drawings or inspection of documents or other tangible property and all information that comes to your knowledge which would but for this employment would not have been accessed by you, whether such information is in tangible form or not, written or otherwise and formal or not. Confidential Information however shall not include knowledge, skills, or information which is common to the business of the Company, or which is generally known outside the Company.
- 10.3. You understand that retaining the confidential nature of the confidential information is of utmost importance to the business of the Company and in addition to the terms stipulated in this agreement herein you agree to execute a Non Disclosure Agreement with the company.

**11) Intellectual Property**

- 11.1. You agree that any proprietary rights whatsoever, including but not limited to, patents, copyright and design rights as a result of the development of and/or the application of all work produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether during normal working hours or not, including but not limited to any invention, design, discovery or improvement, computer program, documentation, confidential information, copyright work or other material which you conceive, discover or create during or in consequence of this employment with the Company shall belong to the Company absolutely.
- 11.2. You agree, at the Company's expense, to provide, during and after this employment, all such assistance as the Company reasonably considers necessary, to secure the vesting of such rights in the Company or Terms of

*[Handwritten Signature]*  
Principal  
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BETLURIVARI FALEM  
BANGALORE

Employment with Mphasis (including waiver of any such rights including author's special rights under Section 57 of the Copyright Act 1957):

**12) Data Privacy Compliance Policy**

You consent to the terms and conditions of the Data Privacy Compliance Policy stated below: -

- 12.1. You consent to the processing of your personal data in accordance with the Company data privacy policy (the "Policy"), a copy of which can be obtained upon request;
- 12.2. In particular, you expressly consent to:
  - 12.2.1. The collection and processing of sensitive personal data about you to the limited extent and for the purposes described in the Policy;
  - 12.2.2. The transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.
- 12.3. The reference to information "about you" includes reference to information about third parties, such as spouse and children (if any), which are provided to the Company by you on their behalf. The reference to "sensitive personal Data" may be understood to include reference to the various categories of personal data identified by European and Other applicable data privacy laws as requiring special treatment, including in some circumstances, the need to obtain explicit consent. These categories comprise personal data about racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or criminal record.
- 12.4. In addition, you agree to treat any personal data to which you have access in the course of your employment strictly in accordance with this Policy and other Company policies and procedures. In particular, you will not use any such data other than in connection with and to the extent necessary for the purposes of your employment.

**13) Non-Compete**

You will certify to maintain Customer exclusivity and to this end, during the validity of this agreement and for a minimum of 2 years thereafter, you shall neither solicit business nor offer product/services and/or conduct any business, that directly competes with the kind of product/services that is offered by the Company to such client, either directly or indirectly with any of 'Mphasis' client or any third party exposed to you. In case you violate this provision, a minimum amount of Rs. 3 lakhs shall be payable by you to Mphasis as damages.

**14) Non Solicitation of Employees and Clients**

You agree that during the period of your employment with the Company, and for one year after the date of termination of such employment (regardless of whether this cessation of employment is voluntary or involuntary, or caused by the breach of this Agreement by either party), other than on behalf of the Company, you will not, either directly or indirectly:

- (A) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, any employee of the Company; or

- (B) Solicit, divert, take away, hire, or recruit, or attempt to solicit, divert, take away, hire, or recruit, the business of any client, customer, potential client, potential customer, person, or entity with whom Employee had dealings as an Employee of the Company for any purpose related in any manner to the business of the Company.
- (C) You agree the foregoing restrictions are reasonable both as to time and extent given the nature and scope of the Company's present business and the duties of your employment.

**15) Warranty**

- 15.1. You warrant that your joining the Company will not violate any agreement to which you are or have been a party to.
- 15.2. You warrant that you will not use or disclose any confidential or proprietary information obtained from a third party prior to your employment with the Company.
- 15.3. You warrant that you will comply with all Mphasis applicable policies and standards and shall perform your services in a manner consistent with the ethical and professional standards of Mphasis.
- 15.4. You warrant that you possess all the requisite certificates, licenses, permits, work visas, clearances to be able to lawfully perform the services.

**16) Indemnification**

- You agree to indemnify the Company for any losses or damages sustained by the Company caused by or related to your breach of any of the provisions contained in this Terms of Employment

**17) Retirement**

- Your age of retirement from the service will be on completion of sixty years. However, you may opt for voluntary retirement at any age before sixty years during your services in the establishment if you are unable to continue in service satisfactorily. The actual date of retirement shall be the last working day of the calendar month of your 60th birthday.

**18) General**

- 18.1. This agreement contains the entire agreement between the employee and Mphasis, and no alteration or variations of the terms of this agreement shall be valid unless made in writing and signed by both the parties here to. This agreement supersedes any prior agreements or understandings between the parties relating to the matter of proprietary rights and / or nondisclosure
- 18.2. This agreement is made under and shall be construed according to the laws of India. Employee agrees to submit to the jurisdiction of the courts of Bangalore (Karnataka).
- 18.3. This agreement shall remain current and in force, irrespective of whether you are under employment of Mphasis or not.
- 18.4. Should any part of this agreement be declared illegal or unenforceable, the parties hereto will co-operate in all ways open to them to obtain substantially the same result or as much thereof as may be possible, including taking appropriate steps to amend, modify or alter this agreement. If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and



provisions so declared are expressly defined as a conditions precedent or as of the essence of this agreement, or comprising an integral part of, or inseparable from the remainder of this agreement.

Contact us:  
T : +91 080 6750 1000  
F : +91 080 6695 7943  
E : investor.relations@mphasis.com

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

Mphasis Limited  
Registered Office:  
Bagmane World Technology Center,  
Marathahalli Outer Ring Road, Boddanakundi Village,  
Mahadevapura, Bangalore - 560075, India

CIN: L3007KA1992PLC025294

  
Principal  
M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
P. LURIVARI PALEM



**Acknowledgement and Acceptance of Appointment with Mphasis**

I, \_\_\_\_\_ have read and understood the above terms and conditions governing my employment with the company and hereby accept the above-mentioned appointment in totality.

I confirm my acceptance of the offer and shall report for work on \_\_\_\_\_ (Date).

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Date : \_\_\_\_\_  
Place : \_\_\_\_\_

Contact us:  
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E: investor.relations@mphasis.com

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

Mphasis Limited  
Registered Office:  
Bagmane World Technology  
Maralahalli Outer Ring Road, Doddanahundi Village,  
Mahadevapura, Bangalore 560 048, India

CIN: L3007KA1992PLC025294

Principal

A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
BELLURIVARI PALEM  
Basaraoipet (Mdi), Guntur (Dt)



**Annexure - 3**

At the time of joining Mphasis the following documents and information must be made available to us.

List of documents that need to be submitted at the time of joining, in order to complete your on boarding process.

Sl.No	Sl.No Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a> or apply on your day of joining at our helpdesk
2	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
3	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
4	Your latest salary slips or salary certificate*
5	Experience proof - Relieving letter from previous employers (if previously employed) *. The relieving letter or resignation acceptance need to be submitted in original
6	Service certificate from present Employer
7	Form 16 or Taxable income statement duly certified by previous employer (Statement showing deductions and Taxable income with break up) till the last date of your employment with them along with PAN number if available.
8	5 Passport Size Photographs
9	Copy of passport (All sheets)
10	Copy of your updated resume
11	Joining kit duly filled in by you
12	Signed - Non Disclosure Agreement

- \*Originals need to be submitted. These original certificates will be returned to you after due verification.
- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- Being an ISO certified company, it is essential for you to submit these documents at the time of joining. We will not be able to process your records unless you submit all the documents mentioned above.
- It is mandatory for all Mphasis employees to possess a valid passport. Else, please apply for one. You are expected to have a valid passport within 60 days from the time you join Mphasis.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.
  - DOB and Name of Father, Mother, Spouse, Child/ Children
  - Educational details with the passing year
  - Your past experience details with the exact years and role played to be mentioned.
  - Blood Group
  - 1 Passport size photograph of all your dependents
  - Your Citibank account number, if existing already.
  - Your PF account number with current employer
  - Your PAN number
  - Passport number, Place of issue, Date of issue, Validity: From and to date.

Digitally signed by DS MPHASIS LIMITED 1  
Date: 2021.12.04 14:03:19 GMT  
Reason: Authorised by Srikanth Karra  
Location: Bangalore

Contact Us:  
T : +91 080 6750 1000  
F : +91 080 6695 7243  
E : investor.relations@mphasis.com

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

Mphasis Limited  
Registered Office:

Bachchan World Technology Centre,  
Marathahalli Outer Ring Road, Doddanahalli Village,  
Manadevapura, Bangalore 560 046, India

CIN: L3007KA1992PLC025294



Principal

AM REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
BELLURIVARI PALEM  
Narasaraopet (Md), Guntur Dt.



**COGENT**

**PROMOTION LETTER**

**Date : 27<sup>th</sup> Dec 2023**

**Mr : Patan Akbar Basha**  
**Employee Code : CMK082176016**

Consequent to the performance review during the 2023, we are pleased to inform you that w.e.f 1<sup>st</sup> Dec you are promoted to the position of Assistant Team Leader.

All other terms and condition of appointment remain the same.

You are requested to maintain full confidentiality of this letter.

We look forward to a long and fruitful mutual association and are confident that you will continue to contribute your best to the company goals and objectives.

Salary review date will be as per your appraisal cycle only.

Congratulations and best wishes.

Yours truly,

**For Cogent E Services Ltd.**



(S.K Garg)

**Authorized Signatory**



Date: 25-Aug-2021

To,  
A Manjunath

**Sub: Offer of Employment with Caliber Technologies Pvt Ltd**

Dear Manjunath

This is in reference to our recent discussions with regard to employment opportunities in our organization. We are pleased to make you an offer as **Trainee Software Engineer** at our organization. This offer is made on the following conditions:

You will have to do a dot net course within a month of issuance of this offer letter.

Whenever you are joining through office, you will have to submit your SSC original copy to the company.

In the event of your final appointment, you will be under Training for a period of six months from the date of your appointment in the above position, after which you will be confirmed in the same position based on trainee assessment. You will receive a gross annual salary as detailed in **Annexure-A**. Your employment with us will be governed by an Employment Agreement.

A brief on your Roles and Responsibilities is provided in **Annexure-B**, and a detailed Job Description will be provided along with the appointment letter upon acceptance of this offer. You will be located at Hyderabad.

This letter of offer is valid up to one week from the date of issue.

Please sign all the pages of this offer letter and its annexures as an acknowledgement of your acceptance and return them to us for our records. Please note, this offer has been made based on the information furnished by you. However, if any discrepancies were to be found, we may have the option to review our offer.

We look forward to having you as a member of the **Caliber** family.

Yours sincerely,  
For **Caliber Technologies Private Limited**

  
Principal  
**A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Mdl), Guntur, Dr.**

**Annexure-A Gross Annual Salary**

**A Manjunath**

**Designation: Trainee Software Engineer**

<b>Particulars</b>	<b>Per Month</b>	<b>Annualized CTC</b>
Basic Salary	12000	
Fixed Bonus	1400	
Special Allowance	1600	
<b>Monthly Gross</b>	<b>15000</b>	<b>1,80,000</b>
Company Contribution to Provident Fund	1440	17,280
Company Contribution to ESIC	488	5,856
<b>Gross Monthly Compensation</b>	<b>16928</b>	<b>2,03,136</b>
<b>TOTAL COST TO COMPANY PER ANNUM</b>		<b>2,03,136</b>

  
Principal

**A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
P.B.T. LURIVARI PALEM  
Narasaraopet (M.D.) Guntur, D.C.**



Estd : 2008

# Kakinada Institute of Technological Sciences

(Approved by AICTE-New Delhi, Affiliated to J.N.T.U.K.Kakinada)

Ambicapally Agraharam(V), Ramachandrapuram (M), E.G.Dt., A.P.Pin :533255

Cell: +91 9069204444, 9069214444, 9676553839

Website: [www.kits.ac.in](http://www.kits.ac.in) E-mail : [kitsrep@gmail.com](mailto:kitsrep@gmail.com)-08857-246266

## OFFER LETTER

Date: Dec 29, 2021.

Email: [sailajamahi70031@gmail.com](mailto:sailajamahi70031@gmail.com)

Sub:-Offer letter- reg

Dear Sailaja Gantela

With reference to your application, interview and mutual discussion in respect of your interest in our organization, we are pleased to offer you the position of TUTOR in AGRICULTURE in Kakinada Institute of Technological sciences, Ramachandrapuram.

You will join on or before Dec 29, 2021 after which would remain automatically withdrawn unless extended in writing by the trust and, in such cases, no claim of any nature, financial or otherwise shall be entertained by the Trust.

The original certificates, which are to be produced at the time of reporting to duty, will be retained in the college office during her/his stay of service.

You will not undertake any other activity in any manner with or without remuneration without the consent of the management.

You will strive your best to uphold the name of the institution and aim at promoting the interests and welfare of the institution.

You are required to submit the following documents, if not submitted earlier;

1. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving letter from your last employer in case you are/were employed.
4. Copy of PAN Card and Aadhar card.

You are requested to send us your acceptance within 3 days of receipt of this offer letter will lapse.

We look forward to your joining our Organization for a long, successful and pleasant association.

Best wishes

Principal

Kakinada Institute of Technological Sciences

Principal

A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETTURINARI PALEM  
Marsasara, pettur (and), Guntur(Dt



Estd : 2008

# Kakinada Institute of Technological Sciences

(Approved by AICTE-New Delhi, Affiliated to J.N.T.U.K.Kakinada)

Ambicapally Agraharam(V), Ramachandrapuram (M), E.G.Dt., A.P.Pin :533255

Cell: +91 9069204444, 9069214444, 9676553839

Website: [www.kits.ac.in](http://www.kits.ac.in) E-mail : [kitsrcp@gmail.com](mailto:kitsrcp@gmail.com)-08857-246266

## OFFER LETTER

Date: Dec 29, 2021.

Email:gnirmaladevi11@gmail.com

Sub:-Offer letter- reg

Dear Nirmala Devi Gera,

With reference to your application, interview and mutual discussion in respect of your interest in our organization, we are pleased to offer you the position of TUTOR in AGRICULTURE in Kakinada Institute of Technological sciences, Ramachandrapuram.

You will join on or before Dec 29, 2021 after which would remain automatically withdrawn unless extended in writing by the trust and, in such cases, no claim of any nature, financial or otherwise shall we entertained by the Trust.

The original certificates, which are to be produced at the time of reporting to duty, will be retained in the college office during her/his stay of service.

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You are required to submit the following documents, if not submitted earlier;

1. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
2. Three copies of your recent passport size photographs with light blue background.
3. Relieving letter from your last employer in case you are/were employed.
4. Copy of PAN Card and Aadhar card.

You are requested to send us your acceptance within 3days of receipt of this offer letter will lapse.

We look forward to your joining our Organization for a long, successful and pleasant association.

Best wishes

Principal

Kakinada Institute of Technological Sciences

Principal

A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Midi), Guntur(Dt)



**SAILOTECH**<sup>®</sup>  
Transform Forward. Faster

Date: 08/2/2021

Dear GANTA RAJESH

### Offer cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

#### 1. Date of joining, posting & location

We look forward to you joining in on 21 June 2021 in our Sailotech at Hyderabad. Your title will be Executive Data Process Analyst. The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely effected.

#### 2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of Rs.198,000. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Polices and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

#### 3. Hours of Work

3.1. A working day shall comprise of nine hours.

3.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 clays a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.

3.3. Employees at the client site shell follow the working hours as applicable at client site.



*[Handwritten Signature]*

ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Midi), Guntur(Di





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Date: 08/2/2021

Dear **BALA GANESH**

### **Offer cum Appointment Letter**

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

#### **1. Date of joining, posting & location**

We look forward to you joining in on 21 June 2021 in our Sailotech at Hyderabad. Your title will be Executive Data Process Analyst. The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely effected.

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3.3. Employees at the client site shell follow the working hours as applicable at client site.



A. N. REDDY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narsaarepet (Mdi), Guntur(Dr



Date: 08/2/2021

Dear KOLLURI SUDARSAN

### Offer cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

#### 1. Date of joining, posting & location .

We look forward to you joining in on 21 June 2021 in our Sailotech at Hyderabad. Your title will be Executive Data Process Analyst. The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company any where in India or Abroad, as it may consider necessary, in Its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

#### 2. Compensation

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Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above Information, strict disciplinary action shall be taken.

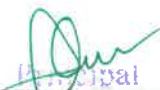
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3.3. Employees at the client site shall follow the working hours as applicable at client site.



  
H. Prasad



Date: 08/2/2021

Dear NALGONDAMMAGARI KIRAN

### Offer cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

#### 1. Date of joining, posting & location .

We look forward to you joining in on 21 June 2021 in our Sailotech at Hyderabad. Your title will be Executive Data Process Analyst. The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely affected.

#### 2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of Rs.198,000. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above Information, strict disciplinary action shall be taken.

#### 3. Hours of Work

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3.3. Employees at the client site shell follow the working hours as applicable at client site.



Principal



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Date: 08/2/2021

Dear POKURI SRAVANI

### Offer cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

#### 1. Date of joining, posting & location

We look forward to you joining in on 21 June 2021 in our Sailotech at Hyderabad. Your title will be Executive Data Process Analyst. The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

#### 2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of Rs.198,000. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

#### 3. Hours of Work

3.1. A working day shall comprise of nine hours.

3.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 clays a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.

3.3. Employees at the client site shell follow the working hours as applicable at client site.



  
NEDDY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY

Ward No. 10, Guntur Dt.,



Date: 08/2/2021

Dear **BOYA MAHENDRA**

### Offer cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

#### 1. Date of joining, posting & location

We look forward to you joining in on 21 June 2021 in our Sailotech at Hyderabad. Your title will be Executive Data Process Analyst. The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

#### 2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of RS.298,000. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above Information, strict disciplinary action shall be taken.

#### 3. Hours of Work

3.1. A working day shall comprise of nine hours.

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3.3. Employees at the client site shall follow the working hours as applicable at client site.



*[Signature]*  
Principal

PETUNNARI PALEM  
Karnataka (2010), Guntur (01)



Date: 08/2/2021

Dear PANIDARAPU LOKESH

### Offer cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

#### 1. Date of joining, posting & location

We look forward to you joining in on 21 June 2021 in our Sailotech at Hyderabad. Your title will be Executive Data Process Analyst. The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

#### 2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of Rs.190,000. A detailed break up of your compensation structure is given in the Annexure (1) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

#### 3. Hours of Work

3.1. A working day shall comprise of nine hours.

3.2 You may be required to work on a shift. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year, subject to applicable laws. The shift timings may change from time to time which you will be notified in advance.

3.3. Employees at the client site shall follow the working hours as applicable at client site.



Principal

A.M REDDY MEMORIAL COLLEGE OF

PETLURIVARI PALEM

Narasaraopet (Dist), Suntur (Dist)



**SAILOTECH**<sup>®</sup>  
Transform Forward, Faster

Date: 08/2/2021

Dear **SUGREEVU NAGA SWETHA**

### **Offer cum Appointment Letter**

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

#### **1. Date of joining, posting & location**

We look forward to you joining in on 21 June 2021 in our Sailotech at Hyderabad. Your title will be Executive Data Process Analyst. The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely effected.

#### **2. Compensation**

You shall be entitled to an all-inclusive annual gross compensation of Rs.108,000. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information, strict disciplinary action shall be taken.

#### **3. Hours of Work**

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*[Handwritten Signature]*  
Principal

**PETLURIVARI PALEM**  
Narasaraopet (Mali), Guntur, Or



**SAILOTECH**<sup>®</sup>  
Transform Forward, Faster

Date: 08/2/2021

Dear VURLAKA SAILAJA

### Offer cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

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#### 2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of Rs.198,000. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Policies and Guidelines of the Company presently applicable and as may be modified from time to time.

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*[Signature]*  
Principal

REDDY MEMORIAL  
PETLURIVARI PALEM  
Narasaraopet (Mdi), Guntur(Dr





Date: 08/2/2021

Dear ANNAVARAPU SRI DIVYA

### Offer cum Appointment Letter

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Principal  
A.M REDDY MEMORIAL COLLEGE  
ENGINEERING  
SRI VARI PALEM  
Narasaraopet (Midi), Guntur(Dr)



**SAILOTECH**  
Transform Forward, Faster

Date: 08/2/2021

Dear **MOGILI NAGA LAKSHMI**

### **Offer cum Appointment Letter**

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

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*[Signature]*  
Principal  
M REDDY MEMORIAL

TECHNOLOGY  
SURYAVARI PALEM  
Narasaraopet (Dist), Guntur(Dt)



Date: 08/2/2021

Dear TANGIRALA SUNEETHA

### **Offer cum Appointment Letter**

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*[Handwritten Signature]*  
Principal

SAILOTECH & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Mdl), Guntur(Dt)



Date: 08/2/2021

Dear JADALA RAVI TEJA

### Offer cum Appointment Letter

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*(Signature)*  
Principal

SAILOTECH PVT. LTD. & TECHNOLOGY  
PETLURIYARI PALEM  
Narasaraopet (Mdl), Guntur(Dr)



**SAILOTECH®**  
Transform Forward, Faster

Date: 08/2/2021

Dear VENKATASUDHIR N

### Offer cum Appointment Letter

It was a pleasure meeting you to explore a career opportunity with Sailotech Pvt Ltd. Please find your Offer letter detailing the terms and conditions for your employment with us.

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Principal

ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Midi), Guntur(Dt



**SAILOTECH**  
Transform Forward, Faster

Date: 08/2/2021

Dear **GAMPALA BHARATH**

### **Offer cum Appointment Letter**

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*(Handwritten signature)*

COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopet (Mdi), Guntur(Dr



**OFFER LETTER**

Date: 15/3/2021

Name: G CHANDRAKALA

We are very happy to have you on board and we are excited to offer you the position of Data Analyst with INNOVATIVE TECHNOLOGIES

"INNOVATIVE TECHNOLOGIES" You will be working at our Hyderabad office.

Your annual total compensation will be INR 246,000. For more details on your compensation, please refer to Compensation and Benefits Innovative Technologies has recognized 0 months of your experience as relevant for this offer, and this will be updated in our records.

Your employment will be subject to the terms and conditions of employment stated in Employment Agreement, as well as any rules, regulations and practices that are in effect at the time of employment.

Please note:

This offer is contingent upon satisfactory professional reference checks this offer is valid for four months from the date of offer. Any extension will be at the sole discretion of with Innovative Technologies and will be notified to you in writing before you start working with Innovative Technologies. you must show proof of your right to work in India and any other documentation required by with Innovative Technologies

We are thrilled to have you in the team! You are joining with Innovative Technologies at a great time, and we are confident that your innovative ideas and skills will help us achieve amazing things.

If you have any questions or need any clarification on this offer, please do not hesitate to contact us

Best regards, For with Innovative Technologies

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

Signature:

Date:





## OFFER LETTER

Date: 15/3/2021

Name: MANDHALA UTTEJ BABU

We are very happy to have you on board and we are excited to offer you the position of  
Data Analyst with INNOVATIVE TECHNOLOGIES

“INNOVATIVE TECHNOLOGIES” You will be working at our Hyderabad office.

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If you have any questions or need any clarification on this offer, please do not hesitate to contact us.

Best regards, For with Innovative Technologies.

I have read the offer, understood and agree to the above-mentioned terms and conditions.

Signature

Date



Principal

Regd. No. 715, # 103, 5<sup>th</sup> Floor, Mantl Chamber, Madhapur, Hyd - 500 082, INDIA.  
Website: [www.ints.co.in](http://www.ints.co.in) Tel. No. 991 998 5133 40, E-mail: [connect@ints@gmail.com](mailto:connect@ints@gmail.com)

TRI PALEM  
Mail Guntur, Di





## OFFER LETTER

Date: 15/3/2021

Name: VOOLAKA PAVAN KUMAR

We are very happy to have you on board and we are excited to offer you the position of  
Data Analyst with INNOVATIVE TECHNOLOGIES

"INNOVATIVE TECHNOLOGIES" You will be working at our Hyderabad office.

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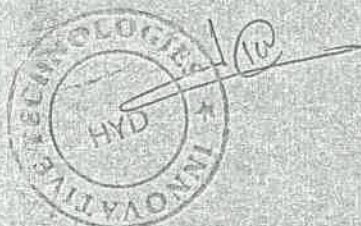
If you have any questions or need any clarification on this offer, please do not hesitate to contact us

Best regards, For with Innovative Technologies

I have read the offer, understood and agree to the above-mentioned terms and conditions.

Signature:

Date:



Principal



## OFFER LETTER

Date: 15/3/2021

Name: KATARU BHAVANI

We are very happy to have you on board and we are excited to offer you the position of  
Data Analyst with INNOVATIVE TECHNOLOGIES

“INNOVATIVE TECHNOLOGIES” You will be working at our Hyderabad office.

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If you have any questions or need any clarification on this offer, please do not hesitate to contact us.

Best regards, For with Innovative Technologies

I have read the offer, understood and agree to the above-mentioned terms and conditions.

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

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



Principal

PALEM  
Muntur Dt.



## OFFER LETTER

Date: 15/3/2021

Name: GUNTI BHANU PRASAD

We are very happy to have you on-board and we are excited to offer you the position of  
Data Analyst with INNOVATIVE TECHNOLOGIES

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Best regards, For with Innovative Technologies

I have read the offer, understood and agree to the above-mentioned terms and conditions.

Signature:

Date:



*[Handwritten Signature]*



## OFFER LETTER

Date: 15/3/2021

Name: KOMARI MAHENDRA

We are very happy to have you on board and we are excited to offer you the position of Data Analyst with INNOVATIVE TECHNOLOGIES

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Best regards, For with Innovative Technologies

I have read the offer, understood and agree to the above-mentioned terms and conditions.

Signature:

Date:





## OFFER LETTER

Date: 15/3/2021

Name: LANKE SATISH

We are very happy to have you on board and we are excited to offer you the position of

Data Analyst with INNOVATIVE TECHNOLOGIES

"INNOVATIVE TECHNOLOGIES" You will be working at our Hyderabad office.

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Best regards, For with Innovative Technologies.

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

Signature

Date





## OFFER LETTER

Date: 15/3/2021

Name: THODETI KIRAN CHANDRA

We are very happy to have you on board and we are excited to offer you the position of

Data Analyst with INNOVATIVE TECHNOLOGIES

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Best regards, For with Innovative Technologies

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

Signature

Date



*[Handwritten Signature]*



## OFFER LETTER

Date: 15/3/2021

Name: GOPALAM PULIKONDA

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Best regards, For with Innovative Technologies

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Signature

Date



Principal  
M. REDDY MANAGERIAL COLLEGE OF  
TECHNOLOGY  
PALEM



**OFFER LETTER**

Date: 15/3/2021

Name: MAHESH KOLLURI.

We are very happy to have you on board and we are excited to offer you the position of Data Analyst with INNOVATIVE TECHNOLOGIES

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If you have any questions or need any clarification on this offer, please do not hesitate to contact us.

Best regards, For with Innovative Technologies

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Signature

Date



Principal

REGIONAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETTAPOLE PALEM





## OFFER LETTER

Date: 15/3/2021

Name: MAMIDI AMARNATH

We are very happy to have you on board and we are excited to offer you the position of Data Analyst with INNOVATIVE TECHNOLOGIES

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Best regards, For with Innovative Technologies

I have read the offer, understood and agree to the above-mentioned terms and conditions.

Signature:

Date:



*(Handwritten Signature)*  
Principal

AM REDDY MEMORIAL COLLEGE OF  
TECHNOLOGY  
BETLUVAARI PALEM



**OFFER LETTER**

Date: 15/3/2021

Name: R JAYAMMA

We are very happy to have you on board and we are excited to offer you the position of  
Data Analyst with INNOVATIVE TECHNOLOGIES

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Signature:

Date:



Principal  
A. R. GOVT. MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PULIVERTI PALEM



**OFFER LETTER**

Date: 15/3/2021

Name: SAGIBANDA SUDEEPU

We are very happy to have you on board and we are excited to offer you the position of Data Analyst with INNOVATIVE TECHNOLOGIES

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Signature

Date



Principal  
M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
SRI PALEM



## OFFER LETTER

Date: 15/3/2021

Name: KAMATHAM SIREESHA

We are very happy to have you on board and we are excited to offer you the position of Data Analyst with INNOVATIVE TECHNOLOGIES

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Signature:

Date:



## OFFER LETTER

Date: 15/3/2021

Name: KOPPULA SRAVANI

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Principal

M PEDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU YARI PALEM  
NARAYANAPETA, GUNTUR DISTRICT, GUNTUR, T.S. INDIA.



## OFFER LETTER

Date: 15/3/2021

Name: MUNAGALA MAHESH

We are very happy to have you on board and we are excited to offer you the position of

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*[Signature]*  
A.M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU, RI PALEM  
Narasaraopet (Dist) Guntur, Dr.

Regd. No. 715-7/103/5, 5<sup>th</sup> floor, Manzil Chambers, Madhura Inam, Hyd. -28, T.S. INDIA.

Website: [www.ints.com](http://www.ints.com), Tel. No. : +91-9985138648, E-mail: [connect2ints@gmail.com](mailto:connect2ints@gmail.com)



## OFFER LETTER

Date: 15/3/2021

Name: NEELAPU RAJA

We are very happy to have you on board and we are excited to offer you the position of

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Signature:

Date:



Principal

M. REDDY MEMORIAL COLLEGE  
ENGINEERING & TECHNOLOGY  
P. V. K. V. PALEM



**OFFER LETTER**

Date: 15/3/2021

Name: KANCHARLA HANUMAI AH

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Best regards, For with Innovative Technologies

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Signature

Date



Principal

M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY





## OFFER LETTER

Date: 15/3/2021

Name: BHUKYA BHARATH NAYAK

We are very happy to have you on board and we are excited to offer you the position of Data Analyst with INNOVATIVE TECHNOLOGIES

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Signature:

Date:



Principal  
MEMORIAL COLLEGE  
& TECHNOLOGY  
VARI PALEM



## OFFER LETTER

Date: 15/3/2021

Name: PERUMALLA SAI GEETHIKA

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Signature:

Date:



Principal

M. REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
K. J. SOMAYAJULI RAJULU  
GUNTUR

Date: 30/11/2020

BAYYA SRINATH

Offer Letter

Dear BAYYA SRINATH

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a Data Analyst, we would like to confirm your appointment based on the acceptance of the following

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You will be initially on probation for a period of 3 (Three) months during which you may be removed from your appointed post without giving any notice or reason thereof if not found satisfactory as per performance review. You will be given as appointment cum confirmation letter after the given probation period is over.

Salary and Allowances:

Your salary is Rs.186, 000/- has been confirmed and communicated to you by concerned HR Manger. The details of salary structure will be issue to you during your joining with a salary break-up explained to you and other company policies. Other than this a salary structure will be attached with the hard copy. PRO IT SOLUTIONS

#Flat No-1804, M Block,  
Green Hills Road,  
Moosapet, Hyderabad  
Pin Code-500018, T.S.



Date: 30/11/2020

BODA DIVYA

Offer Letter

Dear BODA DIVYA

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Hyderabad, Telangana, India- 500018

Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasareopet (Mdl), Guntur(Dr

Date: 30/11/2020

**RASIMPALLI VENKATESWARA**

Offer Letter

Dear **RASIMPALLI VENKATESWARA**

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*Principal*  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Taranampet (Mdi), Guntur(Dr

Date: 30/11/2020

ARASADA UTTEJA

Offer Letter

Dear ARASADA UTTEJA

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*Principal*  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURVARI PALEM  
Narasaraopeta (Dist), Andhra Pradesh

Date: 30/11/2020

LANKE RAVI

Offer Letter

Dear LANKE RAVI

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Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU (R) PALEM  
NARASARAOPETA, Guntur(Dr

Date: 30/11/2020

GADDAM LOHITHA

Offer Letter

Dear GADDAM LOHITHA

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A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Narasaraopeta (Md), Guntur, Or



Date: 30/11/2020

PASUVULA RAMESH

Offer Letter

Dear PASUVULA RAMESH

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Principal  
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ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Maddurapeta (Maddur), Guntur

Date: 30/11/2020

**PUJARI SREEVALLIKA**

**Offer Letter**

**Dear PUJARI SREEVALLIKA**

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**Principal**

**A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURU, NELLORE DISTRICT**

Date: 30/11/2020

**GANDI PURUSHOTTAM**

Offer Letter

Dear **GANDI PURUSHOTTAM**

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Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURIVARI PALEM  
Moosapet (M), Dist: Dt

Date: 30/11/2020

RUDRU SIVA GOPI

Offer Letter

Dear RUDRU SIVA GOPI

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Moosapet, Hyderabad  
Pin Code-500018, T.S.



|PRO IT SOLUTIONS. | Flat No 1804, M Block, Rainbow vistas @ Rock Garden, Green Hills Road, Moosapet, Hyderabad, Telangana, India- 500018

Principal  
A.M REDDY MEMORIAL COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PETLURBAI PALEM  
Narasaraopet (T.S.)

Date: 30/11/2020

MADDIREDDY ANJI REDDY

Offer Letter

Dear MADDIREDDY ANJI REDDY

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a Data Analyst, we would like to confirm your appointment based on the acceptance of the following

Place of Posting:

You will be posted at Hyderabad, However during employment with the company, you may be posted/transferred to any other sector or Branch needed as per requirement,

Kindly confirm you earliest date of Joining with us.

Probation and Confirmation:

You will be initially on probation for a period of 3 (Three) months during which you may be removed from your appointed post without giving any notice or reason thereof if not found satisfactory as per performance review. You will be given as appointment cum confirmation letter after the given probation period is over.

Salary and Allowances:

Your salary is Rs.186, 000/- has been confirmed and communicated to you by concerned HR Manger. The details of salary structure will be issue to you during your joining with a salary break-up explained to you and other company policies. Other than this a salary structure will be attached with the hard copy. PRO IT SOLUTIONS

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PETLUNIVARI PALEM  
Narasimhapeta (R), Guntur Dt

Date: 30/11/2020

GUDIKANDULA RAMESH

Offer Letter

Dear GUDIKANDULA RAMESH

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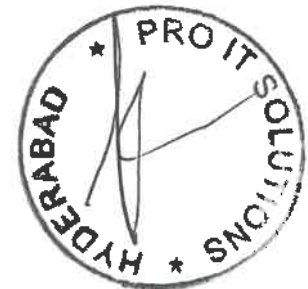
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AKANA JAGADEESH

Offer Letter

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Date: 30/11/2020

NALI BALA RAJU

Offer Letter

Dear NALI BALA RAJU

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PETLURMARI PALEM  
Narasaraopeta (Dist), Guntur



Date: 30/11/2020

TATIKONDA RAVICHANDRA

Offer Letter

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