



Date: 18 APR 2022

Mr. RAVIKUMAR TAMILVANAN.

Subject: Offer Cum Appointment Letter

In furtherance to your application, mutual discussions and based on the credentials submitted by you, we are pleased to offer you the position of Software Engineer Trainee with our company, BOSTON IT SOLUTIONS PVT LTD, MUMBAI. Your appointment shall be subject to your acceptance of the terms and conditions mentioned herein below:

1. Date of joining, posting & location

1.1. You shall join the company on **5th DEC 2022** at 4th Floor, C-20, G BLOCK, Bhandra Kurla Complex, Bandra East, Mumbai, Maharashtra-400051 India.

1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

2. Compensation

2.1. You shall be entitled to an Annual Gross Fixed Compensation of **INR 9,20,016/- (Rupees Nine Lakhs Twenty Thousand sixteen only)**. The detailed break-up of your compensation structure is given in the **Annexure - I** to this letter.

2.2. The payment of your compensation shall be governed by and subject to the Human Resource Policies of the Company as may be modified from time to time.

2.3. The revision of pay scale including allowances (as applicable) shall be fixed at the discretion of the Company.

3. Probation Period

3.1. You shall be on probation for a period of 3 months from the date of your joining, which may be extended for such further period as may be fit and deemed necessary by the Management.

3.2. You shall receive a written communication upon satisfactory completion of your probation period.

4. Notice period

4.1. The company may terminate your services without assigning any reason by giving 60 (Sixty) days 'prior notice or payment of Gross Monthly Salary in lieu of the notice period.

4.2. In the event you wish to resign from the services of the Company, you shall serve a prior notice period for 60 (Sixty) days. Depending upon business requirement and other factors, the management may, at its discretion, agree to relieve you earlier, in the event of which you shall pay gross monthly salary in lieu of the notice period short fall.

5. Working hours

5.1. You shall work for 48 (forty-eight) hours per week excluding break period for lunch, snacks and recreational activities in terms of the Statutory provisions.

5.2. You shall follow the working hours & shift timing of the Company at the place of your posting. Any change in the working hours shall be informed to you in due course.

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BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072. E-Mail: manoj.navee@boston.co.in. Web Site: www.bostonindia.in

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdt), Guntur Dt.,**

Principal



10. Confidentiality and Intellectual Property Rights (Copyright, Patents, Trade Marks and Geographical Indicators)

- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
- 10.2. You shall also maintain strict confidentiality of the information regarding your compensation package and shall not disclose the same to other employees.
- 10.3. All the intellectual property rights with respect to the work done during your term of employment shall belong solely to the company including copyright, patents and trademarks.
- 10.4. Any violation or compromise with the intellectual property rights of the company by you and the unauthorized disclosure of confidential information shall constitute a serious misconduct and the company shall be entitled to take appropriate disciplinary action and legal action against you as deemed appropriate.

11. Non-solicitation & non-compete

- 11.1. You understand that you may, during the course of your employment, have access to the vital information and data of the company that is unique to the business operations and processes of the company. Exposing this information and/or data to the company's competitor would cause irreparable financial loss and consequential damage like loss of business, reputation, et cetera. In view thereof, you shall not, (a) during the term of employment engage in any business activity which is competitive with the company, and/or (b) for a period of 1 (one) year immediately post termination of employment work for any company which competes with the company.
- 11.2. During the term of employment and for a period of 2 (two) years post termination of employment, you shall not, directly or indirectly (for any reason whatsoever), (a) induce or attempt to induce any employee of the company to leave the employment of the company, (b) in any way interfere with the relationships between the company and any employee of the company, (c) take on employment any employee of the company.
- 11.3. During the term of your appointment with the Company and for a period of two (2) years post termination of employment with the Company, you shall also not influence and/or induce or attempt to influence and/or induce any customer, supplier, licensee or other person or entity that, (a) is and/or has done business with the company to cease doing business with the company, and/or (b) in any way interfere with the relationship between any such customer, supplier, licensee or other business entity and the company.

12. Undertakings:

- 12.1. You undertake that the assurances, undertaking, et cetera, in regard to your education/qualification certificates, work experience certificates, previous employers' certificates and all other certificates, information, declarations and undertakings are true and correct. In the event of any information furnished by you is found to be untrue through any source including background verification check, your services shall be liable to be terminated without notice.

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LURIVARI PALEM

Marasarpeta (Midi), Guntur Dt



- 12.2. You undertake that there are no legal actions and proceedings pending against you by any government authority and/or have been convicted of any criminal offence.
- 12.3. You hereby declare that you are free from any health problems (physical and mental) including any contagious disease. You shall submit a medical certificate from such medical practitioner and/or hospital as required by the company.
- 12.4. You declare that there are no claims, damages or legal actions of any nature instituted against you by any institution, authorities including previous employer(s). You further declare that no legal cases have been instituted against you in past or currently in progress even in your personal capacity.
- 12.5. You agree that in the event the company transfers or deposes you outside India on any assignment, within the group company or its business partners including clients, for any training or in furtherance of your employment including at any clients' place of business or in any associate concern of the company, or for any external training, you shall have to serve the company for a minimum period of 1(one) year post your return to India on completion of such assignment / training & not even tender resignation during such period of one year. You further agree that in the event of your decision to leave the company before completion of one year as stated above, you shall be liable to repay the entire cost incurred on you by the company towards such transfer or deputation including training along with such compensation as may be fit and necessary under the circumstances towards other incidental expenses. You shall indemnify the company to the extent of loss the company may have suffered in this regard. In furtherance to the same, you agree to sign & execute any document/s that may be required by the company.
- 12.6. The company follows highest level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics, more specifically while dealing with our respective customers and business partners including clients.
- 12.7. You herewith agree and undertake to abide by the information technology policies and rules framed by the Company from time to time.
- 12.8. You shall, post-resignation & termination from employment, remove your job status as employed with Pandora on any social media network. In the event of resignation or termination, you shall continue to be governed by the company's policies during the notice period.
- 13. Safe custody of company property and recovery of dues**
- 13.1. You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge.
- 13.2. The Company reserves the right to recover from you any unauthorized expenditure incurred, repossess any company property lying in your possession, seek refund of any unsettled loan or unsettled advances taken and any payments due to the Company from you.
- 14. Exclusivity**
- 14.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.
- 15. Severability**
- 15.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial



employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.

16. Resolution of dispute

16.1. All disputes or differences arising in connection with this letter shall be subject to the jurisdiction of courts in Bangalore only irrespective of your working location.

17. Handing over process

17.1. In case of your disassociation from the company due to any reason, before relieving from the services of the company, you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the Company identified by the Head - HR or your immediate supervisor. You shall hand over to the designated personnel charge, all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.

17.2. In case of your departure without completing the hand-over procedure as per the prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amount as might be payable to you.

18. Termination of employment

18.1. Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.

18.2. Breach of any terms of this appointment, code of conduct, policies & procedures of the company.

18.3. In the company's opinion, in the event you are found to be guilty of any act of gross misconduct or indiscipline on account of falsification, dishonesty, misappropriation, dereliction of duty in discharging your duties and functions, irregular attendance and neglect of duty.

18.4. Absence from your normal place of work for more than Five (5) days continuously without appropriate reasons & prior approval for leave.

18.5. Consistent non-performance by you as per the verdict of the company.

18.6. In the event of being convicted of any criminal offence by any court of Law.

18.7. In the event of being found mentally or physically incapacitated to discharge your functions.

18.8. In the event of intended termination from services on the grounds mentioned above, the company shall seek your explanation in writing detailing the breach and will provide you seven days' time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the company reserves the right to terminate your services without notice, where the company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

19. General

19.1. You undertake to show courteous behavior towards any member of the public that you come across.

19.2. The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You shall be responsible for your tax liabilities under all applicable Tax Laws and Regulations.



- 19.3. In case you are required to undertake travel for company's business, you are entitled to such travel expenses/allowances as may be in force from time to time.
- 19.4. In case of any change in your residential address or any relevant changes in your personal data during your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of such change.
- 19.5. All communications mailed to you by the company to the latest address given by you by Registered post, shall be deemed to have been received by you and also if you provide email address, the information sent to your email address will be treated as sufficient notice to you.
- 19.6. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etcetera, and amendments thereof as applicable to you and as may be amended from time to time.
- 19.7. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual and other policies and procedures of the Company as applicable and as may be amended from time to time.
- 19.8. You shall not indulge yourself in any activity (verbally, physically or by your behavior) causing annoyance, disrespect and harassment in any manner whatsoever to your co-employees, seniors, subordinates, clients and customers. You shall also not do anything or cause to do anything which shall bring dishonor and/or disrepute to the company or engage in unlawful/immoral activities.
- 19.9. If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the company the details thereof.
- 19.10. You shall not at any time use your association with the company to gain unfair advantage for personal purposes.
- 19.11. In the event of termination of your employment by the company and/or your resignation before completion of 12 months in service, you will need to refund joining bonus paid to you at the time of joining along with any expenses incurred by the company on account of your relocation & joining.
- 19.12. The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the company's policies and code of conduct, which may be amended from time to time.
- 19.13. This Agreement shall be governed by and construed in accordance with the law of India and to the extent applicable any law of the land where you may be transferred or deputed.

We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Name:

Signature:

Date of Joining

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BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri East, MUMBAI-400 072, E.

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Narasaraopet (Md), Guntur(Dt).



Annexure -I
Compensation Structure

Name: **RAVIKUMAR TAMILVANAN**
Grade: M1 (Associate Software Engineer)

Designation: **IT- Software Trainee**
Location: **MUMBAI**

Breakup of your compensation is as under:

Particulars	Amount in INR per month	Amount in INR per annum
Basic	37,917	4,55,000
HRA	15,959	1,91,508
Provident Fund (Employer Contribution)	4,550	54,600
Special Allowance	15,959	1,91,508
Professional Tax	200	2,400
Bonus		25,000
Fixed CTC	75,585	920,016

(Rupees nine Lakhs Twenty Thousand sixteen rupees only)

Other benefits:

- Personal Accident Cover : Personal accident cover for self in cases of death or disability
- Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
- Gratuity : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.


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Annexure - II
Roles & Responsibilities

Name: RAVIKUMAR TAMILVANAN
Grade: MI (Associate Software Engineer)

Designation: IT- Software Trainee
Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

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Date: 18 APR 2022

Mr. KAMPARAJU SIREESHA.

Subject: Offer Cum Appointment Letter

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- 1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

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- 2.2. The payment of your compensation shall be governed by and subject to the Human Resource Policies of the Company as may be modified from time to time.
- 2.3. The revision of pay scale including allowances (as applicable) shall be fixed at the discretion of the Company.

3. Probation Period

- 3.1. You shall be on probation for a period of 3 months from the date of your joining, which may be extended for such further period as may be fit and deemed necessary by the Management.
- 3.2. You shall receive a written communication upon satisfactory completion of your probation period.

4. Notice period

- 4.1. The company may terminate your services without assigning any reason by giving 60 (Sixty) days prior notice or payment of Gross Monthly Salary in lieu of the notice period.
- 4.2. In the event you wish to resign from the services of the Company, you shall serve a prior notice period for 60 (Sixty) days. Depending upon business requirement and other factors, the management may, at its discretion, agree to relieve you earlier, in the event of which you shall pay gross monthly salary in lieu of the notice period short fall.

5. Working hours

- 5.1. You shall work for 48 (forty-eight) hours per week excluding break period for lunch, snacks and recreational activities in terms of the Statutory provisions.
- 5.2. You shall follow the working hours & shift timing of the Company at the place of your posting. Any change in the working hours shall be informed to you in due course.

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5.3. You understand that the company does not provide any transport facility and you shall make your own arrangements for transport to & from office.

6. Compliance with Company's Policies

6.1. You shall, at all times, comply with the company's policies, procedures & service regulations which are available online on the HR Intranet. Any violation would entail necessary departmental & legal action.

7. Duties and responsibilities

7.1. You shall diligently, honestly, faithfully discharge your duties and responsibilities as detailed in Annexure II.

7.2. You shall conform to the directions and advice given to you by your superiors in performance of your duties.

8. Code of conduct

8.1. During the term of the employment & the period after resignation and/or termination, you shall not indulge in writing any unsolicited mails or spamming the company or its officials or management imputing or intending to cause annoyance, inconvenience, insult, injury, criminal intimidation, enmity, hatred, or ill will.

8.2. You shall maintain utmost integrity, practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and in over-all conduct in all your actions, so performed.

8.3. You shall maintain and support a congenial, disciplined and participative work environment that fosters team spirit and high-performance standards. You shall ensure protection of Company's interest and matters relating to its business.

8.4. You shall not indulge in any act that may cause harm to the reputation and goodwill of the company or its officials or management.

8.5. You shall not defame or attempt to defame the company, its officials or management by words either spoken or written including social media.

8.6. You shall strictly abstain yourself from involving in any act of fraud, misrepresentation and wilful neglect. You shall also strictly abstain from involving yourself in dealing with company's money, material and documents in any dishonest and/or unethical manner.

8.7. You agree, undertake and acknowledge that you will follow all the terms of the company's policies and code of conduct at all times.

8.8. In case of any violation of company's policies (including but not limited to the above terms), the company shall be entitled to take (including but not limited to), any disciplinary action against you and any appropriate legal action against you, as it deems fit and necessary, including terminating your services with immediate effect.

9. Indemnity

9.1. You shall indemnify and hold harmless the Company, its officers and directors against any losses, damages, proceedings which the Company might suffer due to any wrongful, malafide acts, negligence and gross dereliction of duties on your part.

9.2. Such indemnity shall not prejudice the right of the Company to take necessary disciplinary action including termination of your services and/or legal action on such account, or the right of the Company to seek other remedies which the Company may have to make good the loss or damages.



10. Confidentiality and Intellectual Property Rights (Copyright, Patents, Trade Marks and Geographical Indicators)

- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
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19. General

19.1. You undertake to show courteous behavior towards any member of the public that you come across.

19.2. The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You shall be responsible for your tax liabilities under all applicable Tax Laws and Regulations.


Principal

5 of 8

BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072, E-

Mail: manoj.nayee@boston.co.in. Web Site: www.bostonindia.in

**A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
Narasaraopet (Mdl), Guntur (D)**



- 19.3. In case you are required to undertake travel for company's business, you are entitled to such travel expenses/allowances as may be in force from time to time.
- 19.4. In case of any change in your residential address or any relevant changes in your personal data during your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of such change.
- 19.5. All communications mailed to you by the company to the latest address given by you by Registered post, shall be deemed to have been received by you and also if you provide email address, the information sent to your email address will be treated as sufficient notice to you.
- 19.6. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etcetera, and amendments thereof as applicable to you and as may be amended from time to time.
- 19.7. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual and other policies and procedures of the Company as applicable and as may be amended from time to time.
- 19.8. You shall not indulge yourself in any activity (verbally, physically or by your behavior) causing annoyance, disrespect and harassment in any manner whatsoever to your co-employees, seniors, subordinates, clients and customers. You shall also not do anything or cause to do anything which shall bring dishonor and/or disrepute to the company or engage in unlawful/immoral activities.
- 19.9. If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the company the details thereof.
- 19.10. You shall not at any time use your association with the company to gain unfair advantage for personal purposes.
- 19.11. In the event of termination of your employment by the company and/or your resignation before completion of 12 months in service, you will need to refund joining bonus paid to you at the time of joining along with any expenses incurred by the company on account of your relocation & joining.
- 19.12. The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the company's policies and code of conduct, which may be amended from time to time.
- 19.13. This Agreement shall be governed by and construed in accordance with the law of India and to the extent applicable any law of the land where you may be transferred or deputed.

We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Name:

Signature:

Date of Joining

6 of 8

BOSTON IT SOLUTIONS PVT LTD

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Principal

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



Annexure -I
Compensation Structure

Name: KAMPARAJU SIREESHA

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Breakup of your compensation is as under:

Particulars	Amount in INR per month	Amount in INR per annum
Basic	37,917	4,55,000
HRA	15,959	1,91,508
Provident Fund (Employer Contribution)	4,550	54,600
Special Allowance	15,959	1,91,508
Professional Tax	200	2,400
Bonus		25,000
Fixed CTC	75,585	920,016

(Rupees nine Lakhs Twenty Thousand sixteen rupees only)

Other benefits:

- Personal Accident Cover : Personal accident cover for self in cases of death or disability
- Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
- Gratuity : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.



Annexure - II
Roles & Responsibilities

Name: KAMPARAJU SIREESHA

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

-----X-----


Principal



Date: 18 APR 2022

Mr. M MOULIKA.

Subject: Offer Cum Appointment Letter

In furtherance to your application, mutual discussions and based on the credentials submitted by you, we are pleased to offer you the position of Software Engineer Trainee with our company, BOSTON IT SOLUTIONS PVT LTD, MUMBAI. Your appointment shall be subject to your acceptance of the terms and conditions mentioned herein below:

1. Date of joining, posting & location

- 1.1. You shall join the company on 5th DEC 2022 at 4th Floor,C-20, G BLOCK, Bhandra Kurla Complex, Bandra East,Mumbai,Maharashtra-400051 India.
- 1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

2. Compensation

- 2.1. You shall be entitled to an Annual Gross Fixed Compensation of INR 9,20,016/- (Rupees Nine Lakhs Twenty Thousand sixteen only). The detailed break-up of your compensation structure is given in the Annexure - I to this letter.
- 2.2. The payment of your compensation shall be governed by and subject to the Human Resource Policies of the Company as may be modified from time to time.
- 2.3. The revision of pay scale including allowances (as applicable) shall be fixed at the discretion of the Company.

3. Probation Period

- 3.1. You shall be on probation for a period of 3 months from the date of your joining, which may be extended for such further period as may be fit and deemed necessary by the Management.
- 3.2. You shall receive a written communication upon satisfactory completion of your probation period.

4. Notice period

- 4.1. The company may terminate your services without assigning any reason by giving 60 (Sixty) days 'prior notice or payment of Gross Monthly Salary in lieu of the notice period.
- 4.2. In the event you wish to resign from the services of the Company, you shall serve a prior notice period for 60 (Sixty) days. Depending upon business requirement and other factors, the management may, at its discretion, agree to relieve you earlier, in the event of which you shall pay gross monthly salary in lieu of the notice period short fall.

5. Working hours

- 5.1. You shall work for 48 (forty-eight) hours per week excluding break period for lunch, snacks and recreational activities in terms of the Statutory provisions.
- 5.2. You shall follow the working hours & shift timing of the Company at the place of your posting. Any change in the working hours shall be informed to you in due course.



5.3. You understand that the company does not provide any transport facility and you shall make your own arrangements for transport to & from office.

6. Compliance with Company's Policies

6.1. You shall, at all times, comply with the company's policies, procedures & service regulations which are available online on the HR Intranet. Any violation would entail necessary departmental & legal action.

7. Duties and responsibilities

7.1. You shall diligently, honestly, faithfully discharge your duties and responsibilities as detailed in Annexure II.

7.2. You shall conform to the directions and advice given to you by your superiors in performance of your duties.

8. Code of conduct

8.1. During the term of the employment & the period after resignation and/or termination, you shall not indulge in writing any unsolicited mails or spamming the company or its officials or management imputing or intending to cause annoyance, inconvenience, insult, injury, criminal intimidation, enmity, hatred, or ill will.

8.2. You shall maintain utmost integrity, practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and in over-all conduct in all your actions, so performed.

8.3. You shall maintain and support a congenial, disciplined and participative work environment that fosters team spirit and high-performance standards. You shall ensure protection of Company's interest and matters relating to its business.

8.4. You shall not indulge in any act that may cause harm to the reputation and goodwill of the company or its officials or management.

8.5. You shall not defame or attempt to defame the company, its officials or management by words either spoken or written including social media.

8.6. You shall strictly abstain yourself from involving in any act of fraud, misrepresentation and wilful neglect. You shall also strictly abstain from involving yourself in dealing with company's money, material and documents in any dishonest and/or unethical manner.

8.7. You agree, undertake and acknowledge that you will follow all the terms of the company's policies and code of conduct at all times.

8.8. In case of any violation of company's policies (including but not limited to the above terms), the company shall be entitled to take (including but not limited to), any disciplinary action against you and any appropriate legal action against you, as it deems fit and necessary, including terminating your services with immediate effect.

9. Indemnity

9.1. You shall indemnify and hold harmless the Company, its officers and directors against any losses, damages, proceedings which the Company might suffer due to any wrongful, malafide acts, negligence and gross dereliction of duties on your part.

9.2. Such indemnity shall not prejudice the right of the Company to take necessary disciplinary action including termination of your services and/or legal action on such account, or the right of the Company to seek other remedies which the Company may have to make good the loss or damages.



10. Confidentiality and Intellectual Property Rights (Copyright, Patents, Trade Marks and Geographical Indicators)

- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
- 10.2. You shall also maintain strict confidentiality of the information regarding your compensation package and shall not disclose the same to other employees.
- 10.3. All the intellectual property rights with respect to the work done during your term of employment shall belong solely to the company including copyright, patents and trademarks.
- 10.4. Any violation or compromise with the intellectual property rights of the company by you and the unauthorized disclosure of confidential information shall constitute a serious misconduct and the company shall be entitled to take appropriate disciplinary action and legal action against you as deemed appropriate.

11. Non-solicitation & non-compete

- 11.1. You understand that you may, during the course of your employment, have access to the vital information and data of the company that is unique to the business operations and processes of the company. Exposing this information and/or data to the company's competitor would cause irreparable financial loss and consequential damage like loss of business, reputation, et cetera. In view thereof, you shall not, (a) during the term of employment engage in any business activity which is competitive with the company, and/or (b) for a period of 1 (one) year immediately post termination of employment work for any company which competes with the company.
- 11.2. During the term of employment and for a period of 2 (two) years post termination of employment, you shall not, directly or indirectly (for any reason whatsoever), (a) induce or attempt to induce any employee of the company to leave the employment of the company, (b) in any way interfere with the relationships between the company and any employee of the company, (c) take on employment any employee of the company.
- 11.3. During the term of your appointment with the Company and for a period of two (2) years post termination of employment with the Company, you shall also not influence and/or induce or attempt to influence and/or induce any customer, supplier, licensee or other person or entity that, (a) is and/or has done business with the company to cease doing business with the company, and/or (b) in any way interfere with the relationship between any such customer, supplier, licensee or other business entity and the company.

12. Undertakings:

- 12.1. You undertake that the assurances, undertaking, et cetera, in regard to your education/qualification certificates, work experience certificates, previous employers' certificates and all other certificates, information, declarations and undertakings are true and correct. In the event of any information furnished by you is found to be untrue through any source including background verification check, your services shall be liable to be terminated without notice.



- 12.2. You undertake that there are no legal actions and proceedings pending against you by any government authority and/or have been convicted of any criminal offence.
- 12.3. You hereby declare that you are free from any health problems (physical and mental) including any contagious disease. You shall submit a medical certificate from such medical practitioner and/or hospital as required by the company.
- 12.4. You declare that there are no claims, damages or legal actions of any nature instituted against you by any institution, authorities including previous employer(s). You further declare that no legal cases have been instituted against you in past or currently in progress even in your personal capacity.
- 12.5. You agree that in the event the company transfers or deposes you outside India on any assignment, within the group company or its business partners including clients, for any training or in furtherance of your employment including at any clients' place of business or in any associate concern of the company, or for any external training, you shall have to serve the company for a minimum period of 1(one) year post your return to India on completion of such assignment / training & not even tender resignation during such period of one year. You further agree that in the event of your decision to leave the company before completion of one year as stated above, you shall be liable to repay the entire cost incurred on you by the company towards such transfer or deputation including training along with such compensation as may be fit and necessary under the circumstances towards other incidental expenses. You shall indemnify the company to the extent of loss the company may have suffered in this regard. In furtherance to the same, you agree to sign & execute any document/s that may be required by the company.
- 12.6. The company follows highest level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics, more specifically while dealing with our respective customers and business partners including clients.
- 12.7. You herewith agree and undertake to abide by the information technology policies and rules framed by the Company from time to time.
- 12.8. You shall, post-resignation & termination from employment, remove your job status as employed with Pandora on any social media network. In the event of resignation or termination, you shall continue to be governed by the company's policies during the notice period.
- 13. Safe custody of company property and recovery of dues**
- 13.1. You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge.
- 13.2. The Company reserves the right to recover from you any unauthorized expenditure incurred, repossess any company property lying in your possession, seek refund of any unsettled loan or unsettled advances taken and any payments due to the Company from you.
- 14. Exclusivity**
- 14.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.
- 15. Severability**
- 15.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial



employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.

16. Resolution of dispute

16.1. All disputes or differences arising in connection with this letter shall be subject to the jurisdiction of courts in Bangalore only irrespective of your working location.

17. Handing over process

17.1. In case of your disassociation from the company due to any reason, before relieving from the services of the company, you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the Company identified by the Head - HR or your immediate supervisor. You shall hand over to the designated personnel charge, all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.

17.2. In case of your departure without completing the hand-over procedure as per the prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amount as might be payable to you.

18. Termination of employment

18.1. Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.

18.2. Breach of any terms of this appointment, code of conduct, policies & procedures of the company.

18.3. In the company's opinion, in the event you are found to be guilty of any act of gross misconduct or indiscipline on account of falsification, dishonesty, misappropriation, dereliction of duty in discharging your duties and functions, irregular attendance and neglect of duty.

18.4. Absence from your normal place of work for more than Five (5) days continuously without appropriate reasons & prior approval for leave.

18.5. Consistent non-performance by you as per the verdict of the company.

18.6. In the event of being convicted of any criminal offence by any court of Law.

18.7. In the event of being found mentally or physically incapacitated to discharge your functions.

18.8. In the event of intended termination from services on the grounds mentioned above, the company shall seek your explanation in writing detailing the breach and will provide you seven days' time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the company reserves the right to terminate your services without notice, where the company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

19. General

19.1. You undertake to show courteous behavior towards any member of the public that you come across.

19.2. The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You shall be responsible for your tax liabilities under all applicable Tax Laws and Regulations.



- 19.3. In case you are required to undertake travel for company's business, you are entitled to such travel expenses/allowances as may be in force from time to time.
- 19.4. In case of any change in your residential address or any relevant changes in your personal data during your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of such change.
- 19.5. All communications mailed to you by the company to the latest address given by you by Registered post, shall be deemed to have been received by you and also if you provide email address, the information sent to your email address will be treated as sufficient notice to you.
- 19.6. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etcetera, and amendments thereof as applicable to you and as may be amended from time to time.
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- 19.13. This Agreement shall be governed by and construed in accordance with the law of India and to the extent applicable any law of the land where you may be transferred or deputed.

We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Name:

Signature:

Date of Joining

6 of 8

BOSTON IT SOLUTIONS PVT LTD

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Principal

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (A.D), Guntur Dist.



Annexure -I
Compensation Structure

Name: M MOULIKA

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Breakup of your compensation is as under:

Particulars	Amount in INR per month	Amount in INR per annum
Basic	37,917	4,55,000
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- Personal Accident Cover : Personal accident cover for self in cases of death or disability
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Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.



Annexure - II

Roles & Responsibilities

Name: M MOULIKA

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

-----X-----



Date: 18 APR 2022

Mr. KALUVA RATNA KISHORE.

Subject: Offer Cum Appointment Letter

In furtherance to your application, mutual discussions and based on the credentials submitted by you, we are pleased to offer you the position of Software Engineer Trainee with our company, BOSTON IT SOLUTIONS PVT LTD, MUMBAI. Your appointment shall be subject to your acceptance of the terms and conditions mentioned herein below:

1. Date of joining, posting & location

- 1.1. You shall join the company on 5th DEC 2022 at 4th Floor, C-20, G BLOCK, Bhandra Kurla Complex, Bandra East, Mumbai, Maharashtra-400051 India.
- 1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

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- 3.2. You shall receive a written communication upon satisfactory completion of your probation period.

4. Notice period

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8.5. You shall not defame or attempt to defame the company, its officials or management by words either spoken or written including social media.

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8.8. In case of any violation of company's policies (including but not limited to the above terms), the company shall be entitled to take (including but not limited to), any disciplinary action against you and any appropriate legal action against you, as it deems fit and necessary, including terminating your services with immediate effect.

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9.2. Such indemnity shall not prejudice the right of the Company to take necessary disciplinary action including termination of your services and/or legal action on such account, or the right of the Company to seek other remedies which the Company may have to make good the loss or damages.



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- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
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- 10.4. Any violation or compromise with the intellectual property rights of the company by you and the unauthorized disclosure of confidential information shall constitute a serious misconduct and the company shall be entitled to take appropriate disciplinary action and legal action against you as deemed appropriate.

11. Non-solicitation & non-compete

- 11.1. You understand that you may, during the course of your employment, have access to the vital information and data of the company that is unique to the business operations and processes of the company. Exposing this information and/or data to the company's competitor would cause irreparable financial loss and consequential damage like loss of business, reputation, et cetera. In view thereof, you shall not, (a) during the term of employment engage in any business activity which is competitive with the company, and/or (b) for a period of 1 (one) year immediately post termination of employment work for any company which competes with the company.
- 11.2. During the term of employment and for a period of 2 (two) years post termination of employment, you shall not, directly or indirectly (for any reason whatsoever), (a) induce or attempt to induce any employee of the company to leave the employment of the company, (b) in any way interfere with the relationships between the company and any employee of the company, (c) take on employment any employee of the company.
- 11.3. During the term of your appointment with the Company and for a period of two (2) years post termination of employment with the Company, you shall also not influence and/or induce or attempt to influence and/or induce any customer, supplier, licensee or other person or entity that, (a) is and/or has done business with the company to cease doing business with the company, and/or (b) in any way interfere with the relationship between any such customer, supplier, licensee or other business entity and the company.

12. Undertakings:

- 12.1. You undertake that the assurances, undertaking, et cetera, in regard to your education/qualification certificates, work experience certificates, previous employers' certificates and all other certificates, information, declarations and undertakings are true and correct. In the event of any information furnished by you is found to be untrue through any source including background verification check, your services shall be liable to be terminated without notice.



- 12.2. You undertake that there are no legal actions and proceedings pending against you by any government authority and/or have been convicted of any criminal offence.
- 12.3. You hereby declare that you are free from any health problems (physical and mental) including any contagious disease. You shall submit a medical certificate from such medical practitioner and/or hospital as required by the company.
- 12.4. You declare that there are no claims, damages or legal actions of any nature instituted against you by any institution, authorities including previous employer(s). You further declare that no legal cases have been instituted against you in past or currently in progress even in your personal capacity.
- 12.5. You agree that in the event the company transfers or deposes you outside India on any assignment, within the group company or its business partners including clients, for any training or in furtherance of your employment including at any clients' place of business or in any associate concern of the company, or for any external training, you shall have to serve the company for a minimum period of 1(one) year post your return to India on completion of such assignment / training & not even tender resignation during such period of one year. You further agree that in the event of your decision to leave the company before completion of one year as stated above, you shall be liable to repay the entire cost incurred on you by the company towards such transfer or deputation including training along with such compensation as may be fit and necessary under the circumstances towards other incidental expenses. You shall indemnify the company to the extent of loss the company may have suffered in this regard. In furtherance to the same, you agree to sign & execute any document/s that may be required by the company.
- 12.6. The company follows highest level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics, more specifically while dealing with our respective customers and business partners including clients.
- 12.7. You herewith agree and undertake to abide by the information technology policies and rules framed by the Company from time to time.
- 12.8. You shall, post-resignation & termination from employment, remove your job status as employed with Pandora on any social media network. In the event of resignation or termination, you shall continue to be governed by the company's policies during the notice period.
- 13. Safe custody of company property and recovery of dues**
- 13.1. You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge.
- 13.2. The Company reserves the right to recover from you any unauthorized expenditure incurred, repossess any company property lying in your possession, seek refund of any unsettled loan or unsettled advances taken and any payments due to the Company from you.
- 14. Exclusivity**
- 14.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.
- 15. Severability**
- 15.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial

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Narasaraopet (MCh), Guntur



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16. Resolution of dispute

16.1. All disputes or differences arising in connection with this letter shall be subject to the jurisdiction of courts in Bangalore only irrespective of your working location.

17. Handing over process

17.1. In case of your disassociation from the company due to any reason, before relieving from the services of the company, you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the Company identified by the Head - HR or your immediate supervisor. You shall hand over to the designated personnel charge, all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.

17.2. In case of your departure without completing the hand-over procedure as per the prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amount as might be payable to you.

18. Termination of employment

18.1. Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.

18.2. Breach of any terms of this appointment, code of conduct, policies & procedures of the company.

18.3. In the company's opinion, in the event you are found to be guilty of any act of gross misconduct or indiscipline on account of falsification, dishonesty, misappropriation, dereliction of duty in discharging your duties and functions, irregular attendance and neglect of duty.

18.4. Absence from your normal place of work for more than Five (5) days continuously without appropriate reasons & prior approval for leave.

18.5. Consistent non-performance by you as per the verdict of the company.

18.6. In the event of being convicted of any criminal offence by any court of Law.

18.7. In the event of being found mentally or physically incapacitated to discharge your functions.

18.8. In the event of intended termination from services on the grounds mentioned above, the company shall seek your explanation in writing detailing the breach and will provide you seven days' time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the company reserves the right to terminate your services without notice, where the company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

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19.1. You undertake to show courteous behavior towards any member of the public that you come across.

19.2. The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You shall be responsible for your tax liabilities under all applicable Tax Laws and Regulations.



- 19.3. In case you are required to undertake travel for company's business, you are entitled to such travel expenses/allowances as may be in force from time to time.
- 19.4. In case of any change in your residential address or any relevant changes in your personal data during your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of such change.
- 19.5. All communications mailed to you by the company to the latest address given by you by Registered post, shall be deemed to have been received by you and also if you provide email address, the information sent to your email address will be treated as sufficient notice to you.
- 19.6. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etcetera, and amendments thereof as applicable to you and as may be amended from time to time.
- 19.7. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual and other policies and procedures of the Company as applicable and as may be amended from time to time.
- 19.8. You shall not indulge yourself in any activity (verbally, physically or by your behavior) causing annoyance, disrespect and harassment in any manner whatsoever to your co-employees, seniors, subordinates, clients and customers. You shall also not do anything or cause to do anything which shall bring dishonor and/or disrepute to the company or engage in unlawful/immoral activities.
- 19.9. If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the company the details thereof.
- 19.10. You shall not at any time use your association with the company to gain unfair advantage for personal purposes.
- 19.11. In the event of termination of your employment by the company and/or your resignation before completion of 12 months in service, you will need to refund joining bonus paid to you at the time of joining along with any expenses incurred by the company on account of your relocation & joining.
- 19.12. The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the company's policies and code of conduct, which may be amended from time to time.
- 19.13. This Agreement shall be governed by and construed in accordance with the law of India and to the extent applicable any law of the land where you may be transferred or deputed.

We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Name:

Signature:


Principal

Date of Joining

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

6 of 8

BOSTON IT SOLUTIONS PVT LTD

**LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072, E-
Mail: manoj.nayee@boston.co.in, Web Site: www.bostonindia.in**



Annexure -I
Compensation Structure

Name: KALUVA RATNA KISHORE
Grade: M1 (Associate Software Engineer)

Designation: IT- Software Trainee
Location: MUMBAI

Breakup of your compensation is as under:

Particulars	Amount in INR per month	Amount in INR per annum
Basic	37,917	4,55,000
HRA	15,959	1,91,508
Provident Fund (Employer Contribution)	4,550	54,600
Special Allowance	15,959	1,91,508
Professional Tax	200	2,400
Bonus		25,000
Fixed CTC	75,585	920,016

(Rupees nine Lakhs Twenty Thousand sixteen rupees only)

Other benefits:

- Personal Accident Cover** : Personal accident cover for self in cases of death or disability
- Mediclaim** : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
- Gratuity** : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.


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PETHURU RIVERI HALIEM
Marasareppet (Dist) Guntur

7 of 8

BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072. E-Mail: manoj.navee@boston.co.in. Web Site: www.bostonindia.in



Annexure - II

Roles & Responsibilities

Name: KALUVA RATNA KISHORE

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

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Principal

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PETLURIMARI PALEM**

8 of 8

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Mail: manoj.naves@boston.co.in, Web Site: www.bostonindia.in**



Date: 18 APR 2022

Mr. YANNAM SUBHASHINI.

Subject: Offer Cum Appointment Letter

In furtherance to your application, mutual discussions and based on the credentials submitted by you, we are pleased to offer you the position of Software Engineer Trainee with our company, BOSTON IT SOLUTIONS PVT LTD, MUMBAI. Your appointment shall be subject to your acceptance of the terms and conditions mentioned herein below:

1. Date of joining, posting & location

- 1.1. You shall join the company on **5th DEC 2022** at 4th Floor, C-20, G BLOCK, Bhandra Kurla Complex, Bandra East, Mumbai, Maharashtra-400051 India.
- 1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

2. Compensation

- 2.1. You shall be entitled to an Annual Gross Fixed Compensation of **INR 9,20,016/- (Rupees Nine Lakhs Twenty Thousand sixteen only)**. The detailed break-up of your compensation structure is given in the Annexure - I to this letter.
- 2.2. The payment of your compensation shall be governed by and subject to the Human Resource Policies of the Company as may be modified from time to time.
- 2.3. The revision of pay scale including allowances (as applicable) shall be fixed at the discretion of the Company.

3. Probation Period

- 3.1. You shall be on probation for a period of **3 months** from the date of your joining, which may be extended for such further period as may be fit and deemed necessary by the Management.
- 3.2. You shall receive a written communication upon satisfactory completion of your probation period.

4. Notice period

- 4.1. The company may terminate your services without assigning any reason by giving **60 (Sixty) days** prior notice or payment of Gross Monthly Salary in lieu of the notice period.
- 4.2. In the event you wish to resign from the services of the Company, you shall serve a prior notice period for **60 (Sixty) days**. Depending upon business requirement and other factors, the management may, at its discretion, agree to relieve you earlier, in the event of which you shall pay gross monthly salary in lieu of the notice period short fall.

5. Working hours

- 5.1. You shall work for **48 (forty-eight) hours** per week excluding break period for lunch, snacks and recreational activities in terms of the Statutory provisions.
- 5.2. You shall follow the working hours & shift timing of the Company at the place of your posting. Any change in the working hours shall be informed to you in due course.

(Signature)
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ENGINEERING & TECHNOLOGY



5.3. You understand that the company does not provide any transport facility and you shall make your own arrangements for transport to & from office.

6. Compliance with Company's Policies

6.1. You shall, at all times, comply with the company's policies, procedures & service regulations which are available online on the HR Intranet. Any violation would entail necessary departmental & legal action.

7. Duties and responsibilities

7.1. You shall diligently, honestly, faithfully discharge your duties and responsibilities as detailed in Annexure II.

7.2. You shall conform to the directions and advice given to you by your superiors in performance of your duties.

8. Code of conduct

8.1. During the term of the employment & the period after resignation and/or termination, you shall not indulge in writing any unsolicited mails or spamming the company or its officials or management imputing or intending to cause annoyance, inconvenience, insult, injury, criminal intimidation, enmity, hatred, or ill will.

8.2. You shall maintain utmost integrity, practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and in over-all conduct in all your actions, so performed.

8.3. You shall maintain and support a congenial, disciplined and participative work environment that fosters team spirit and high-performance standards. You shall ensure protection of Company's interest and matters relating to its business.

8.4. You shall not indulge in any act that may cause harm to the reputation and goodwill of the company or its officials or management.

8.5. You shall not defame or attempt to defame the company, its officials or management by words either spoken or written including social media.

8.6. You shall strictly abstain yourself from involving in any act of fraud, misrepresentation and wilful neglect. You shall also strictly abstain from involving yourself in dealing with company's money, material and documents in any dishonest and/or unethical manner.

8.7. You agree, undertake and acknowledge that you will follow all the terms of the company's policies and code of conduct at all times.

8.8. In case of any violation of company's policies (including but not limited to the above terms), the company shall be entitled to take (including but not limited to), any disciplinary action against you and any appropriate legal action against you, as it deems fit and necessary, including terminating your services with immediate effect.

9. Indemnity

9.1. You shall indemnify and hold harmless the Company, its officers and directors against any losses, damages, proceedings which the Company might suffer due to any wrongful, malafide acts, negligence and gross dereliction of duties on your part.

9.2. Such indemnity shall not prejudice the right of the Company to take necessary disciplinary action including termination of your services and/or legal action on such account, or the right of the Company to seek other remedies which the Company may have to make good the loss or damages.

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Narasaraopet (Mdt), Guntur(Dr



10. Confidentiality and Intellectual Property Rights (Copyright, Patents, Trade Marks and Geographical Indicators)

- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
- 10.2. You shall also maintain strict confidentiality of the information regarding your compensation package and shall not disclose the same to other employees.
- 10.3. All the intellectual property rights with respect to the work done during your term of employment shall belong solely to the company including copyright, patents and trademarks.
- 10.4. Any violation or compromise with the intellectual property rights of the company by you and the unauthorized disclosure of confidential information shall constitute a serious misconduct and the company shall be entitled to take appropriate disciplinary action and legal action against you as deemed appropriate.

11. Non-solicitation & non-compete

- 11.1. You understand that you may, during the course of your employment, have access to the vital information and data of the company that is unique to the business operations and processes of the company. Exposing this information and/or data to the company's competitor would cause irreparable financial loss and consequential damage like loss of business, reputation, et cetera. In view thereof, you shall not, (a) during the term of employment engage in any business activity which is competitive with the company, and/or (b) for a period of 1 (one) year immediately post termination of employment work for any company which competes with the company.
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PETLURIVARI PALEM
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Principal



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We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

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I have read and understood the above Terms & Conditions hereby signify my acceptance

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Signature:

Date of Joining


Principal

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BOSTON IT SOLUTIONS PVT LTD

LEVEL -6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072; E-Mail: manoj.nayee@boston.co.in, Web Site: www.bostonindia.in



Annexure -I
Compensation Structure

Name: YANNAM SUBHASHINI
Grade: M1 (Associate Software Engineer)

Designation: IT- Software Trainee
Location: MUMBAI

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HRA	15,959	1,91,508
Provident Fund (Employer Contribution)	4,550	54,600
Special Allowance	15,959	1,91,508
Professional Tax	200	2,400
Bonus		25,000
Fixed CTC	75,585	920,016

(Rupees nine Lakhs Twenty Thousand sixteen rupees only)

Other benefits:

- Personal Accident Cover : Personal accident cover for self in cases of death or disability
Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
Gratuity : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.


Principal

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

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BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072. E-Mail: manoj.nayee@boston.co.in. Web Site: www.bostonindia.in



Annexure - II
Roles & Responsibilities

Name: YANNAM SUBHASHINI

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

-----X-----


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Mail: manoj.nayec@boston.co.in, Web Site: www.bostonindia.in**



Date: 18 APR 2022

Mr. BOLLA ESWAR TEJA.

Subject: Offer Cum Appointment Letter

In furtherance to your application, mutual discussions and based on the credentials submitted by you, we are pleased to offer you the position of Software Engineer Trainee with our company, BOSTON IT SOLUTIONS PVT LTD, MUMBAI. Your appointment shall be subject to your acceptance of the terms and conditions mentioned herein below:

1. Date of joining, posting & location

- 1.1. You shall join the company on 5th DEC 2022 at 4th Floor,C-20, G BLOCK, Bhandra Kurla Complex, Bandra East,Mumbai,Maharashtra-400051 India.
- 1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

2. Compensation

- 2.1. You shall be entitled to an Annual Gross Fixed Compensation of INR 9,20,016/- (Rupees Nine Lakhs Twenty Thousand sixteen only). The detailed break-up of your compensation structure is given in the Annexure - I to this letter.
- 2.2. The payment of your compensation shall be governed by and subject to the Human Resource Policies of the Company as may be modified from time to time.
- 2.3. The revision of pay scale including allowances (as applicable) shall be fixed at the discretion of the Company.

3. Probation Period

- 3.1. You shall be on probation for a period of 3 months from the date of your joining, which may be extended for such further period as may be fit and deemed necessary by the Management.
- 3.2. You shall receive a written communication upon satisfactory completion of your probation period.

4. Notice period

- 4.1. The company may terminate your services without assigning any reason by giving 60 (Sixty) days prior notice or payment of Gross Monthly Salary in lieu of the notice period.
- 4.2. In the event you wish to resign from the services of the Company, you shall serve a prior notice period for 60 (Sixty) days. Depending upon business requirement and other factors, the management may, at its discretion, agree to relieve you earlier, in the event of which you shall pay gross monthly salary in lieu of the notice period short fall.

5. Working hours

- 5.1. You shall work for 48 (forty-eight) hours per week excluding break period for lunch, snacks and recreational activities in terms of the Statutory provisions.
- 5.2. You shall follow the working hours & shift timing of the Company at the place of your posting. Any change in the working hours shall be informed to you in due course.

1 of 8

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PETLURIVARI PALEM
MUMBAI**



5.3. You understand that the company does not provide any transport facility and you shall make your own arrangements for transport to & from office.

6. Compliance with Company's Policies

6.1. You shall, at all times, comply with the company's policies, procedures & service regulations which are available online on the HR Intranet. Any violation would entail necessary departmental & legal action.

7. Duties and responsibilities

7.1. You shall diligently, honestly, faithfully discharge your duties and responsibilities as detailed in Annexure II.

7.2. You shall conform to the directions and advice given to you by your superiors in performance of your duties.

8. Code of conduct

8.1. During the term of the employment & the period after resignation and/or termination, you shall not indulge in writing any unsolicited mails or spamming the company or its officials or management imputing or intending to cause annoyance, inconvenience, insult, injury, criminal intimidation, enmity, hatred, or ill will.

8.2. You shall maintain utmost integrity, practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and in over-all conduct in all your actions, so performed.

8.3. You shall maintain and support a congenial, disciplined and participative work environment that fosters team spirit and high-performance standards. You shall ensure protection of Company's interest and matters relating to its business.

8.4. You shall not indulge in any act that may cause harm to the reputation and goodwill of the company or its officials or management.

8.5. You shall not defame or attempt to defame the company, its officials or management by words either spoken or written including social media.

8.6. You shall strictly abstain yourself from involving in any act of fraud, misrepresentation and wilful neglect. You shall also strictly abstain from involving yourself in dealing with company's money, material and documents in any dishonest and/or unethical manner.

8.7. You agree, undertake and acknowledge that you will follow all the terms of the company's policies and code of conduct at all times.

8.8. In case of any violation of company's policies (including but not limited to the above terms), the company shall be entitled to take (including but not limited to), any disciplinary action against you and any appropriate legal action against you, as it deems fit and necessary, including terminating your services with immediate effect.

9. Indemnity

9.1. You shall indemnify and hold harmless the Company, its officers and directors against any losses, damages, proceedings which the Company might suffer due to any wrongful, malafide acts, negligence and gross dereliction of duties on your part.

9.2. Such indemnity shall not prejudice the right of the Company to take necessary disciplinary action including termination of your services and/or legal action on such account, or the right of the Company to seek other remedies which the Company may have to make good the loss or damages.



10. Confidentiality and Intellectual Property Rights (Copyright, Patents, Trade Marks and Geographical Indicators)

- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
- 10.2. You shall also maintain strict confidentiality of the information regarding your compensation package and shall not disclose the same to other employees.
- 10.3. All the intellectual property rights with respect to the work done during your term of employment shall belong solely to the company including copyright, patents and trademarks.
- 10.4. Any violation or compromise with the intellectual property rights of the company by you and the unauthorized disclosure of confidential information shall constitute a serious misconduct and the company shall be entitled to take appropriate disciplinary action and legal action against you as deemed appropriate.

11. Non-solicitation & non-compete

- 11.1. You understand that you may, during the course of your employment, have access to the vital information and data of the company that is unique to the business operations and processes of the company. Exposing this information and/or data to the company's competitor would cause irreparable financial loss and consequential damage like loss of business, reputation, et cetera. In view thereof, you shall not, (a) during the term of employment engage in any business activity which is competitive with the company, and/or (b) for a period of 1 (one) year immediately post termination of employment work for any company which competes with the company.
- 11.2. During the term of employment and for a period of 2 (two) years post termination of employment, you shall not, directly or indirectly (for any reason whatsoever), (a) induce or attempt to induce any employee of the company to leave the employment of the company, (b) in any way interfere with the relationships between the company and any employee of the company, (c) take on employment any employee of the company.
- 11.3. During the term of your appointment with the Company and for a period of two (2) years post termination of employment with the Company, you shall also not influence and/or induce or attempt to influence and/or induce any customer, supplier, licensee or other person or entity that, (a) is and/or has done business with the company to cease doing business with the company, and/or (b) in any way interfere with the relationship between any such customer, supplier, licensee or other business entity and the company.

12. Undertakings:

- 12.1. You undertake that the assurances, undertaking, et cetera, in regard to your education/qualification certificates, work experience certificates, previous employers' certificates and all other certificates, information, declarations and undertakings are true and correct. In the event of any information furnished by you is found to be untrue through any source including background verification check, your services shall be liable to be terminated without notice.



- 12.2. You undertake that there are no legal actions and proceedings pending against you by any government authority and/or have been convicted of any criminal offence.
 - 12.3. You hereby declare that you are free from any health problems (physical and mental) including any contagious disease. You shall submit a medical certificate from such medical practitioner and/or hospital as required by the company.
 - 12.4. You declare that there are no claims, damages or legal actions of any nature instituted against you by any institution, authorities including previous employer(s). You further declare that no legal cases have been instituted against you in past or currently in progress even in your personal capacity.
 - 12.5. You agree that in the event the company transfers or deposes you outside India on any assignment, within the group company or its business partners including clients, for any training or in furtherance of your employment including at any clients' place of business or in any associate concern of the company, or for any external training, you shall have to serve the company for a minimum period of 1(one) year post your return to India on completion of such assignment / training & not even tender resignation during such period of one year. You further agree that in the event of your decision to leave the company before completion of one year as stated above, you shall be liable to repay the entire cost incurred on you by the company towards such transfer or deputation including training along with such compensation as may be fit and necessary under the circumstances towards other incidental expenses. You shall indemnify the company to the extent of loss the company may have suffered in this regard. In furtherance to the same, you agree to sign & execute any document/s that may be required by the company.
 - 12.6. The company follows highest level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics, more specifically while dealing with our respective customers and business partners including clients.
 - 12.7. You herewith agree and undertake to abide by the information technology policies and rules framed by the Company from time to time.
 - 12.8. You shall, post-resignation & termination from employment, remove your job status as employed with Pandora on any social media network. In the event of resignation or termination, you shall continue to be governed by the company's policies during the notice period.
- 13. Safe custody of company property and recovery of dues**
- 13.1. You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge.
 - 13.2. The Company reserves the right to recover from you any unauthorized expenditure incurred, repossess any company property lying in your possession, seek refund of any unsettled loan or unsettled advances taken and any payments due to the Company from you.
- 14. Exclusivity**
- 14.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.
- 15. Severability**
- 15.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial



employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.

16. Resolution of dispute

- 16.1. All disputes or differences arising in connection with this letter shall be subject to the jurisdiction of courts in Bangalore only irrespective of your working location.

17. Handing over process

- 17.1. In case of your disassociation from the company due to any reason, before relieving from the services of the company, you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the Company identified by the Head - HR or your immediate supervisor. You shall hand over to the designated personnel charge, all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.
- 17.2. In case of your departure without completing the hand-over procedure as per the prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amount as might be payable to you.

18. Termination of employment

- 18.1. Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.
- 18.2. Breach of any terms of this appointment, code of conduct, policies & procedures of the company.
- 18.3. In the company's opinion, in the event you are found to be guilty of any act of gross misconduct or indiscipline on account of falsification, dishonesty, misappropriation, dereliction of duty in discharging your duties and functions, irregular attendance and neglect of duty.
- 18.4. Absence from your normal place of work for more than Five (5) days continuously without appropriate reasons & prior approval for leave.
- 18.5. Consistent non-performance by you as per the verdict of the company.
- 18.6. In the event of being convicted of any criminal offence by any court of Law.
- 18.7. In the event of being found mentally or physically incapacitated to discharge your functions.
- 18.8. In the event of intended termination from services on the grounds mentioned above, the company shall seek your explanation in writing detailing the breach and will provide you seven days' time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the company reserves the right to terminate your services without notice, where the company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

19. General

- 19.1. You undertake to show courteous behavior towards any member of the public that you come across.
- 19.2. The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You shall be responsible for your tax liabilities under all applicable Tax Laws and Regulations.



- 19.3. In case you are required to undertake travel for company's business, you are entitled to such travel expenses/allowances as may be in force from time to time.
- 19.4. In case of any change in your residential address or any relevant changes in your personal data during your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of such change.
- 19.5. All communications mailed to you by the company to the latest address given by you by Registered post, shall be deemed to have been received by you and also if you provide email address, the information sent to your email address will be treated as sufficient notice to you.
- 19.6. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etcetera, and amendments thereof as applicable to you and as may be amended from time to time.
- 19.7. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual and other policies and procedures of the Company as applicable and as may be amended from time to time.
- 19.8. You shall not indulge yourself in any activity (verbally, physically or by your behavior) causing annoyance, disrespect and harassment in any manner whatsoever to your co-employees, seniors, subordinates, clients and customers. You shall also not do anything or cause to do anything which shall bring dishonor and/or disrepute to the company or engage in unlawful/immoral activities.
- 19.9. If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the company the details thereof.
- 19.10. You shall not at any time use your association with the company to gain unfair advantage for personal purposes.
- 19.11. In the event of termination of your employment by the company and/or your resignation before completion of 12 months in service, you will need to refund joining bonus paid to you at the time of joining along with any expenses incurred by the company on account of your relocation & joining.
- 19.12. The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the company's policies and code of conduct, which may be amended from time to time.
- 19.13. This Agreement shall be governed by and construed in accordance with the law of India and to the extent applicable any law of the land where you may be transferred or deputed.

We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance


Name:

Signature:

Date of Joining

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BOSTON IT SOLUTIONS PVT LTD
LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East) MUMBAI-400 072, INDIA
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PERLURIVARI PALEM
Narasaraopet (Midi), Guntur (Dt



Annexure -I

Compensation Structure

Name: BOLLA ESWAR TEJA

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Breakup of your compensation is as under:

Particulars	Amount in INR per month	Amount in INR per annum
Basic	37,917	4,55,000
HRA	15,959	1,91,508
Provident Fund (Employer Contribution)	4,550	54,600
Special Allowance	15,959	1,91,508
Professional Tax	200	2,400
Bonus		25,000
Fixed CTC	75,585	920,016

(Rupees nine Lakhs Twenty Thousand sixteen rupees only)

Other benefits:

- Personal Accident Cover : Personal accident cover for self in cases of death or disability
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Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.


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Mail: manoj.navee@boston.co.in. Web Site: www.bostonindia.in



Annexure - II
Roles & Responsibilities

Name: BOLLA ESWAR TEJA

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

-----X-----



Date: 18 APR 2022

Mr. KASTHALA ASHOK BABU.

Subject: Offer Cum Appointment Letter

In furtherance to your application, mutual discussions and based on the credentials submitted by you, we are pleased to offer you the position of Software Engineer Trainee with our company, BOSTON IT SOLUTIONS PVT LTD, MUMBAI. Your appointment shall be subject to your acceptance of the terms and conditions mentioned herein below:

1. Date of joining, posting & location

- 1.1. You shall join the company on **5th DEC 2022** at 4th Floor,C-20, G BLOCK, Bhandra Kurla Complex, Bandra East,Mumbai,Maharashtra-400051 India.
- 1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

2. Compensation

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- 2.2. The payment of your compensation shall be governed by and subject to the Human Resource Policies of the Company as may be modified from time to time.
- 2.3. The revision of pay scale including allowances (as applicable) shall be fixed at the discretion of the Company.

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Principal
Engineering & Technology
PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur, Di



5.3. You understand that the company does not provide any transport facility and you shall make your own arrangements for transport to & from office.

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8.7. You agree, undertake and acknowledge that you will follow all the terms of the company's policies and code of conduct at all times.

8.8. In case of any violation of company's policies (including but not limited to the above terms), the company shall be entitled to take (including but not limited to), any disciplinary action against you and any appropriate legal action against you, as it deems fit and necessary, including terminating your services with immediate effect.

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9.2. Such indemnity shall not prejudice the right of the Company to take necessary disciplinary action including termination of your services and/or legal action on such account, or the right of the Company to seek other remedies which the Company may have to make good the loss or damages.



10. Confidentiality and Intellectual Property Rights (Copyright, Patents, Trade Marks and Geographical Indicators)

- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
- 10.2. You shall also maintain strict confidentiality of the information regarding your compensation package and shall not disclose the same to other employees.
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- 12.3. You hereby declare that you are free from any health problems (physical and mental) including any contagious disease. You shall submit a medical certificate from such medical practitioner and/or hospital as required by the company.
- 12.4. You declare that there are no claims, damages or legal actions of any nature instituted against you by any institution, authorities including previous employer(s). You further declare that no legal cases have been instituted against you in past or currently in progress even in your personal capacity.
- 12.5. You agree that in the event the company transfers or deposes you outside India on any assignment, within the group company or its business partners including clients, for any training or in furtherance of your employment including at any clients' place of business or in any associate concern of the company, or for any external training, you shall have to serve the company for a minimum period of 1(one) year post your return to India on completion of such assignment / training & not even tender resignation during such period of one year. You further agree that in the event of your decision to leave the company before completion of one year as stated above, you shall be liable to repay the entire cost incurred on you by the company towards such transfer or deputation including training along with such compensation as may be fit and necessary under the circumstances towards other incidental expenses. You shall indemnify the company to the extent of loss the company may have suffered in this regard. In furtherance to the same, you agree to sign & execute any document/s that may be required by the company.
- 12.6. The company follows highest level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics, more specifically while dealing with our respective customers and business partners including clients.
- 12.7. You herewith agree and undertake to abide by the information technology policies and rules framed by the Company from time to time.
- 12.8. You shall, post-resignation & termination from employment, remove your job status as employed with Pandora on any social media network. In the event of resignation or termination, you shall continue to be governed by the company's policies during the notice period.
- 13. Safe custody of company property and recovery of dues**
- 13.1. You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge.
- 13.2. The Company reserves the right to recover from you any unauthorized expenditure incurred, repossess any company property lying in your possession, seek refund of any unsettled loan or unsettled advances taken and any payments due to the Company from you.
- 14. Exclusivity**
- 14.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.
- 15. Severability**
- 15.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial



employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.

16. Resolution of dispute

16.1. All disputes or differences arising in connection with this letter shall be subject to the jurisdiction of courts in Bangalore only irrespective of your working location.

17. Handing over process

17.1. In case of your disassociation from the company due to any reason, before relieving from the services of the company, you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the Company identified by the Head - HR or your immediate supervisor. You shall hand over to the designated personnel charge, all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.

17.2. In case of your departure without completing the hand-over procedure as per the prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amount as might be payable to you.

18. Termination of employment

18.1. Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.

18.2. Breach of any terms of this appointment, code of conduct, policies & procedures of the company.

18.3. In the company's opinion, in the event you are found to be guilty of any act of gross misconduct or indiscipline on account of falsification, dishonesty, misappropriation, dereliction of duty in discharging your duties and functions, irregular attendance and neglect of duty.

18.4. Absence from your normal place of work for more than Five (5) days continuously without appropriate reasons & prior approval for leave.

18.5. Consistent non-performance by you as per the verdict of the company.

18.6. In the event of being convicted of any criminal offence by any court of Law.

18.7. In the event of being found mentally or physically incapacitated to discharge your functions.

18.8. In the event of intended termination from services on the grounds mentioned above, the company shall seek your explanation in writing detailing the breach and will provide you seven days' time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the company reserves the right to terminate your services without notice, where the company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

19. General

19.1. You undertake to show courteous behavior towards any member of the public that you come across.

19.2. The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You shall be responsible for your tax liabilities under all applicable Tax Laws and Regulations.



- 19.3. In case you are required to undertake travel for company's business, you are entitled to such travel expenses/allowances as may be in force from time to time.
- 19.4. In case of any change in your residential address or any relevant changes in your personal data during your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of such change.
- 19.5. All communications mailed to you by the company to the latest address given by you by Registered post, shall be deemed to have been received by you and also if you provide email address, the information sent to your email address will be treated as sufficient notice to you.
- 19.6. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etcetera, and amendments thereof as applicable to you and as may be amended from time to time.
- 19.7. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual and other policies and procedures of the Company as applicable and as may be amended from time to time.
- 19.8. You shall not indulge yourself in any activity (verbally, physically or by your behavior) causing annoyance, disrespect and harassment in any manner whatsoever to your co-employees, seniors, subordinates, clients and customers. You shall also not do anything or cause to do anything which shall bring dishonor and/or disrepute to the company or engage in unlawful/immoral activities.
- 19.9. If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the company the details thereof.
- 19.10. You shall not at any time use your association with the company to gain unfair advantage for personal purposes.
- 19.11. In the event of termination of your employment by the company and/or your resignation before completion of 12 months in service, you will need to refund joining bonus paid to you at the time of joining along with any expenses incurred by the company on account of your relocation & joining.
- 19.12. The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the company's policies and code of conduct, which may be amended from time to time.
- 19.13. This Agreement shall be governed by and construed in accordance with the law of India and to the extent applicable any law of the land where you may be transferred or deputed.

We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Name:

Signature:

Date of Joining


Principal

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Annexure -I
Compensation Structure

Name: KASTHALA ASHOK BABU
Grade: M1 (Associate Software Engineer)

Designation: IT- Software Trainee
Location: MUMBAI

Breakup of your compensation is as under:

Particulars	Amount in INR per month	Amount in INR per annum
Basic	37,917	4,55,000
HRA	15,959	1,91,508
Provident Fund (Employer Contribution)	4,550	54,600
Special Allowance	15,959	1,91,508
Professional Tax	200	2,400
Bonus		25,000
Fixed CTC	75,585	920,016

(Rupees nine Lakhs Twenty Thousand sixteen rupees only)

Other benefits:

- Personal Accident Cover : Personal accident cover for self in cases of death or disability
- Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
- Gratuity : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.

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PETTURIVARI PALEM
Narasaraopet (Mdl), Guntur (D)



Annexure - II
Roles & Responsibilities

Name: KASTHALA ASHOK BABU

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

-----X-----



Date: 18 APR 2022

Mr. PORIKA VAMSHI.

Subject: Offer Cum Appointment Letter

In furtherance to your application, mutual discussions and based on the credentials submitted by you, we are pleased to offer you the position of Software Engineer Trainee with our company, BOSTON IT SOLUTIONS PVT LTD, MUMBAI. Your appointment shall be subject to your acceptance of the terms and conditions mentioned herein below:

1. Date of joining, posting & location

- 1.1. You shall join the company on 5th DEC 2022 at 4th Floor,C-20, G BLOCK, Bhandra Kurla Complex, Bandra East,Mumbai,Maharahstra-400051 India.
- 1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

2. Compensation

- 2.1. You shall be entitled to an Annual Gross Fixed Compensation of INR 9,20,016/- (Rupees Nine Lakhs Twenty Thousand sixteen only). The detailed break-up of your compensation structure is given in the Annexure - I to this letter.
- 2.2. The payment of your compensation shall be governed by and subject to the Human Resource Policies of the Company as may be modified from time to time.
- 2.3. The revision of pay scale including allowances (as applicable) shall be fixed at the discretion of the Company.

3. Probation Period

- 3.1. You shall be on probation for a period of 3 months from the date of your joining, which may be extended for such further period as may be fit and deemed necessary by the Management.
- 3.2. You shall receive a written communication upon satisfactory completion of your probation period.

4. Notice period

- 4.1. The company may terminate your services without assigning any reason by giving 60 (Sixty) days prior notice or payment of Gross Monthly Salary in lieu of the notice period.
- 4.2. In the event you wish to resign from the services of the Company, you shall serve a prior notice period for 60 (Sixty) days. Depending upon business requirement and other factors, the management may, at its discretion, agree to relieve you earlier, in the event of which you shall pay gross monthly salary in lieu of the notice period short fall.

5. Working hours

- 5.1. You shall work for 48 (forty-eight) hours per week excluding break period for lunch, snacks and recreational activities in terms of the Statutory provisions.
- 5.2. You shall follow the working hours & shift timing of the Company at the place of your posting. Any change in the working hours shall be informed to you in due course.

1 of 8

Principal



5.3. You understand that the company does not provide any transport facility and you shall make your own arrangements for transport to & from office.

6. Compliance with Company's Policies

6.1. You shall, at all times, comply with the company's policies, procedures & service regulations which are available online on the HR Intranet. Any violation would entail necessary departmental & legal action.

7. Duties and responsibilities

7.1. You shall diligently, honestly, faithfully discharge your duties and responsibilities as detailed in Annexure II.

7.2. You shall conform to the directions and advice given to you by your superiors in performance of your duties.

8. Code of conduct

8.1. During the term of the employment & the period after resignation and/or termination, you shall not indulge in writing any unsolicited mails or spamming the company or its officials or management imputing or intending to cause annoyance, inconvenience, insult, injury, criminal intimidation, enmity, hatred, or ill will.

8.2. You shall maintain utmost integrity, practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and in over-all conduct in all your actions, so performed.

8.3. You shall maintain and support a congenial, disciplined and participative work environment that fosters team spirit and high-performance standards. You shall ensure protection of Company's interest and matters relating to its business.

8.4. You shall not indulge in any act that may cause harm to the reputation and goodwill of the company or its officials or management.

8.5. You shall not defame or attempt to defame the company, its officials or management by words either spoken or written including social media.

8.6. You shall strictly abstain yourself from involving in any act of fraud, misrepresentation and wilful neglect. You shall also strictly abstain from involving yourself in dealing with company's money, material and documents in any dishonest and/or unethical manner.

8.7. You agree, undertake and acknowledge that you will follow all the terms of the company's policies and code of conduct at all times.

8.8. In case of any violation of company's policies (including but not limited to the above terms), the company shall be entitled to take (including but not limited to), any disciplinary action against you and any appropriate legal action against you, as it deems fit and necessary, including terminating your services with immediate effect.

9. Indemnity

9.1. You shall indemnify and hold harmless the Company, its officers and directors against any losses, damages, proceedings which the Company might suffer due to any wrongful, malafide acts, negligence and gross dereliction of duties on your part.

9.2. Such indemnity shall not prejudice the right of the Company to take necessary disciplinary action including termination of your services and/or legal action on such account, or the right of the Company to seek other remedies which the Company may have to make good the loss or damages.



10. Confidentiality and Intellectual Property Rights (Copyright, Patents, Trade Marks and Geographical Indicators)

- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
- 10.2. You shall also maintain strict confidentiality of the information regarding your compensation package and shall not disclose the same to other employees.
- 10.3. All the intellectual property rights with respect to the work done during your term of employment shall belong solely to the company including copyright, patents and trademarks.
- 10.4. Any violation or compromise with the intellectual property rights of the company by you and the unauthorized disclosure of confidential information shall constitute a serious misconduct and the company shall be entitled to take appropriate disciplinary action and legal action against you as deemed appropriate.

11. Non-solicitation & non-compete

- 11.1. You understand that you may, during the course of your employment, have access to the vital information and data of the company that is unique to the business operations and processes of the company. Exposing this information and/or data to the company's competitor would cause irreparable financial loss and consequential damage like loss of business, reputation, et cetera. In view thereof, you shall not, (a) during the term of employment engage in any business activity which is competitive with the company, and/or (b) for a period of 1 (one) year immediately post termination of employment work for any company which competes with the company.
- 11.2. During the term of employment and for a period of 2 (two) years post termination of employment, you shall not, directly or indirectly (for any reason whatsoever), (a) induce or attempt to induce any employee of the company to leave the employment of the company, (b) in any way interfere with the relationships between the company and any employee of the company, (c) take on employment any employee of the company.
- 11.3. During the term of your appointment with the Company and for a period of two (2) years post termination of employment with the Company, you shall also not influence and/or induce or attempt to influence and/or induce any customer, supplier, licensee or other person or entity that, (a) is and/or has done business with the company to cease doing business with the company, and/or (b) in any way interfere with the relationship between any such customer, supplier, licensee or other business entity and the company.

12. Undertakings:

- 12.1. You undertake that the assurances, undertaking, et cetera, in regard to your education/qualification certificates, work experience certificates, previous employers' certificates and all other certificates, information, declarations and undertakings are true and correct. In the event of any information furnished by you is found to be untrue through any source including background verification check, your services shall be liable to be terminated without notice.



- 12.2. You undertake that there are no legal actions and proceedings pending against you by any government authority and/or have been convicted of any criminal offence.
 - 12.3. You hereby declare that you are free from any health problems (physical and mental) including any contagious disease. You shall submit a medical certificate from such medical practitioner and/or hospital as required by the company.
 - 12.4. You declare that there are no claims, damages or legal actions of any nature instituted against you by any institution, authorities including previous employer(s). You further declare that no legal cases have been instituted against you in past or currently in progress even in your personal capacity.
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PATELURIVARI PALEM
Narasaraopet (Md), Guntur Dt



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18.3. In the company's opinion, in the event you are found to be guilty of any act of gross misconduct or indiscipline on account of falsification, dishonesty, misappropriation, dereliction of duty in discharging your duties and functions, irregular attendance and neglect of duty.

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- 19.6. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etcetera, and amendments thereof as applicable to you and as may be amended from time to time.
- 19.7. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual and other policies and procedures of the Company as applicable and as may be amended from time to time.
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- 19.12. The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the company's policies and code of conduct, which may be amended from time to time.
- 19.13. This Agreement shall be governed by and construed in accordance with the law of India and to the extent applicable any law of the land where you may be transferred or deputed.

We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Name:

Signature:

Date of Joining


Principal

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

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BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East) MUMBAI-400 072, E-
Mail: manoj.nayee@boston.co.in, Web Site: www.bostonindia.in



Annexure -I

Compensation Structure

Name: PORIKA VAMSHI

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Breakup of your compensation is as under:

Particulars	Amount in INR per month	Amount in INR per annum
Basic	37,917	4,55,000
HRA	15,959	1,91,508
Provident Fund (Employer Contribution)	4,550	54,600
Special Allowance	15,959	1,91,508
Professional Tax	200	2,400
Bonus		25,000
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(Rupees nine Lakhs Twenty Thousand sixteen rupees only)

Other benefits:

- Personal Accident Cover : Personal accident cover for self in cases of death or disability
- Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
- Gratuity : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.



Annexure - II
Roles & Responsibilities

Name: PORIKA VAMSHI

Designation: IT- Software Trainee

Grade: M1 (Associate Software Engineer)

Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

-----X-----


Principal

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8 of 8

BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072, E-
Mail: manoj.nayee@boston.co.in, Web Site: www.bostonindia.in



Date: 18 APR 2022

Mr. DHANISSETTY SAI VINEETHA.

Subject: Offer Cum Appointment Letter

In furtherance to your application, mutual discussions and based on the credentials submitted by you, we are pleased to offer you the position of Software Engineer Trainee with our company, BOSTON IT SOLUTIONS PVT LTD, MUMBAI. Your appointment shall be subject to your acceptance of the terms and conditions mentioned herein below:

1. Date of joining, posting & location

- 1.1. You shall join the company on 5th DEC 2022 at 4th Floor,C-20, G BLOCK, Bhandra Kurla Complex, Bandra East,Mumbai,Maharahstra-400051 India.
- 1.2. The position is transferable to anywhere in India or abroad within same department or any other department of the company or its associate concerns, without affecting your remuneration and benefits in terms of this letter. Any posting with respect to outside India shall be governed as per the local laws of such country on case-to-case basis.

2. Compensation

- 2.1. You shall be entitled to an Annual Gross Fixed Compensation of INR 9,20,016/- (Rupees Nine Lakhs Twenty Thousand sixteen only). The detailed break-up of your compensation structure is given in the Annexure - I to this letter.
- 2.2. The payment of your compensation shall be governed by and subject to the Human Resource Policies of the Company as may be modified from time to time.
- 2.3. The revision of pay scale including allowances (as applicable) shall be fixed at the discretion of the Company.

3. Probation Period

- 3.1. You shall be on probation for a period of 3 months from the date of your joining, which may be extended for such further period as may be fit and deemed necessary by the Management.
- 3.2. You shall receive a written communication upon satisfactory completion of your probation period.

4. Notice period

- 4.1. The company may terminate your services without assigning any reason by giving 60 (Sixty) days prior notice or payment of Gross Monthly Salary in lieu of the notice period.
- 4.2. In the event you wish to resign from the services of the Company, you shall serve a prior notice period for 60 (Sixty) days. Depending upon business requirement and other factors, the management may, at its discretion, agree to relieve you earlier, in the event of which you shall pay gross monthly salary in lieu of the notice period short fall.

5. Working hours

- 5.1. You shall work for 48 (forty-eight) hours per week excluding break period for lunch, snacks and recreational activities in terms of the Statutory provisions.
- 5.2. You shall follow the working hours & shift timing of the Company at the place of your posting. Any change in the working hours shall be informed to you in due course.

1 of 8

BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072 E. E M

Mail: manni.nayee@boston.co.in, Web Site: www.bostonindia.in

Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
Parasaraopet (Mdi), Guntur, Dr .



5.3. You understand that the company does not provide any transport facility and you shall make your own arrangements for transport to & from office.

6. Compliance with Company's Policies

6.1. You shall, at all times, comply with the company's policies, procedures & service regulations which are available online on the HR Intranet. Any violation would entail necessary departmental & legal action.

7. Duties and responsibilities

7.1. You shall diligently, honestly, faithfully discharge your duties and responsibilities as detailed in Annexure II.

7.2. You shall conform to the directions and advice given to you by your superiors in performance of your duties.

8. Code of conduct

8.1. During the term of the employment & the period after resignation and/or termination, you shall not indulge in writing any unsolicited mails or spamming the company or its officials or management imputing or intending to cause annoyance, inconvenience, insult, injury, criminal intimidation, enmity, hatred, or ill will.

8.2. You shall maintain utmost integrity, practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and in over-all conduct in all your actions, so performed.

8.3. You shall maintain and support a congenial, disciplined and participative work environment that fosters team spirit and high-performance standards. You shall ensure protection of Company's interest and matters relating to its business.

8.4. You shall not indulge in any act that may cause harm to the reputation and goodwill of the company or its officials or management.

8.5. You shall not defame or attempt to defame the company, its officials or management by words either spoken or written including social media.

8.6. You shall strictly abstain yourself from involving in any act of fraud, misrepresentation and wilful neglect. You shall also strictly abstain from involving yourself in dealing with company's money, material and documents in any dishonest and/or unethical manner.

8.7. You agree, undertake and acknowledge that you will follow all the terms of the company's policies and code of conduct at all times.

8.8. In case of any violation of company's policies (including but not limited to the above terms), the company shall be entitled to take (including but not limited to), any disciplinary action against you and any appropriate legal action against you, as it deems fit and necessary, including terminating your services with immediate effect.

9. Indemnity

9.1. You shall indemnify and hold harmless the Company, its officers and directors against any losses, damages, proceedings which the Company might suffer due to any wrongful, malafide acts, negligence and gross dereliction of duties on your part.

9.2. Such indemnity shall not prejudice the right of the Company to take necessary disciplinary action including termination of your services and/or legal action on such account, or the right of the Company to seek other remedies which the Company may have to make good the loss or damages.



10. Confidentiality and Intellectual Property Rights (Copyright, Patents, Trade Marks and Geographical Indicators)

- 10.1. You understand that company would be providing you sensitive and confidential data (including personally identifiable information, business information and company's proprietary information including but not limited to company's business strategies, standard operating procedures, processes, company's intellectual properties, financials, customer & client information lists, price sensitive information including any trading related information of the company, its affiliates and business partners), which if disclosed to any 3rd party would cause irreparable harm and loss to the company. In view thereof, you shall protect and keep all the Data so exchanged in furtherance to this employment strictly confidential during and after the period of your employment with the company, and shall share the data strictly only with the employees and/or clients who are involved with processing such information or data on "Need to Know" basis, only for the limited business purposes.
- 10.2. You shall also maintain strict confidentiality of the information regarding your compensation package and shall not disclose the same to other employees.
- 10.3. All the intellectual property rights with respect to the work done during your term of employment shall belong solely to the company including copyright, patents and trademarks.
- 10.4. Any violation or compromise with the intellectual property rights of the company by you and the unauthorized disclosure of confidential information shall constitute a serious misconduct and the company shall be entitled to take appropriate disciplinary action and legal action against you as deemed appropriate.

11. Non-solicitation & non-compete

- 11.1. You understand that you may, during the course of your employment, have access to the vital information and data of the company that is unique to the business operations and processes of the company. Exposing this information and/or data to the company's competitor would cause irreparable financial loss and consequential damage like loss of business, reputation, et cetera. In view thereof, you shall not, (a) during the term of employment engage in any business activity which is competitive with the company, and/or (b) for a period of 1 (one) year immediately post termination of employment work for any company which competes with the company.
- 11.2. During the term of employment and for a period of 2 (two) years post termination of employment, you shall not, directly or indirectly (for any reason whatsoever), (a) induce or attempt to induce any employee of the company to leave the employment of the company, (b) in any way interfere with the relationships between the company and any employee of the company, (c) take on employment any employee of the company.
- 11.3. During the term of your appointment with the Company and for a period of two (2) years post termination of employment with the Company, you shall also not influence and/or induce or attempt to influence and/or induce any customer, supplier, licensee or other person or entity that, (a) is and/or has done business with the company to cease doing business with the company, and/or (b) in any way interfere with the relationship between any such customer, supplier, licensee or other business entity and the company.

12. Undertakings:

- 12.1. You undertake that the assurances, undertaking, et cetera, in regard to your education/qualification certificates, work experience certificates, previous employers' certificates and all other certificates, information, declarations and undertakings are true and correct. In the event of any information furnished by you is found to be untrue through any source including background verification check, your services shall be liable to be terminated without notice.



- 12.2. You undertake that there are no legal actions and proceedings pending against you by any government authority and/or have been convicted of any criminal offence.
- 12.3. You hereby declare that you are free from any health problems (physical and mental) including any contagious disease. You shall submit a medical certificate from such medical practitioner and/or hospital as required by the company.
- 12.4. You declare that there are no claims, damages or legal actions of any nature instituted against you by any institution, authorities including previous employer(s). You further declare that no legal cases have been instituted against you in past or currently in progress even in your personal capacity.
- 12.5. You agree that in the event the company transfers or deutes you outside India on any assignment, within the group company or its business partners including clients, for any training or in furtherance of your employment including at any clients' place of business or in any associate concern of the company, or for any external training, you shall have to serve the company for a minimum period of 1(one) year post your return to India on completion of such assignment / training & not even tender resignation during such period of one year. You further agree that in the event of your decision to leave the company before completion of one year as stated above, you shall be liable to repay the entire cost incurred on you by the company towards such transfer or deputation including training along with such compensation as may be fit and necessary under the circumstances towards other incidental expenses. You shall indemnify the company to the extent of loss the company may have suffered in this regard. In furtherance to the same, you agree to sign & execute any document/s that may be required by the company.
- 12.6. The company follows highest level of ethics and follows the law of the land in conducting business and offering employment in different geographies. You are required to deal with the Company's information, money, material and documents with utmost honesty and professional ethics, more specifically while dealing with our respective customers and business partners including clients.
- 12.7. You herewith agree and undertake to abide by the information technology policies and rules framed by the Company from time to time.
- 12.8. You shall, post-resignation & termination from employment, remove your job status as employed with Pandora on any social media network. In the event of resignation or termination, you shall continue to be governed by the company's policies during the notice period.
- 13. Safe custody of company property and recovery of dues**
- 13.1. You will be responsible for the safekeeping and good condition and order of all the Company property entrusted to your care and charge.
- 13.2. The Company reserves the right to recover from you any unauthorized expenditure incurred, repossess any company property lying in your possession, seek refund of any unsettled loan or unsettled advances taken and any payments due to the Company from you.
- 14. Exclusivity**
- 14.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.
- 15. Severability**
- 15.1. During the term of your appointment/employment with the company, you will work exclusively for the company and will not engage, in any manner whatsoever, in any other gainful or commercial



employment or business or activity, either part time or full time, directly or indirectly, nor will you engage in any activity that conflicts with your obligations towards the Company.

16. Resolution of dispute

16.1. All disputes or differences arising in connection with this letter shall be subject to the jurisdiction of courts in Bangalore only irrespective of your working location.

17. Handing over process

17.1. In case of your disassociation from the company due to any reason, before relieving from the services of the company, you will be required to complete your pending tasks and undertake a formal hand-over of charge of your job responsibilities to a designated official of the Company identified by the Head - HR or your immediate supervisor. You shall hand over to the designated personnel charge, all material, information and property belonging to the company and in your possession at the earliest and not later than the last working day.

17.2. In case of your departure without completing the hand-over procedure as per the prevailing policy of the company, the company reserves the right not to settle your accounts and not to pay any amount as might be payable to you.

18. Termination of employment

18.1. Under certain specific circumstances as mentioned below, your employment can be terminated by the company anytime without providing any notice or compensation in lieu of notice whatsoever.

18.2. Breach of any terms of this appointment, code of conduct, policies & procedures of the company.

18.3. In the company's opinion, in the event you are found to be guilty of any act of gross misconduct or indiscipline on account of falsification, dishonesty, misappropriation, dereliction of duty in discharging your duties and functions, irregular attendance and neglect of duty.

18.4. Absence from your normal place of work for more than Five (5) days continuously without appropriate reasons & prior approval for leave.

18.5. Consistent non-performance by you as per the verdict of the company.

18.6. In the event of being convicted of any criminal offence by any court of Law.

18.7. In the event of being found mentally or physically incapacitated to discharge your functions.

18.8. In the event of intended termination from services on the grounds mentioned above, the company shall seek your explanation in writing detailing the breach and will provide you seven days' time for furnishing your explanation formally. The company reserves the right to accept or reject any such explanations provided by you and at the same time, the company reserves the right to terminate your services without notice, where the company is prima-facie convinced of the breach of a serious nature. The company's decision to discontinue your services shall remain final and binding on you.

19. General

19.1. You undertake to show courteous behavior towards any member of the public that you come across.

19.2. The company will deduct taxes as appropriate and consistent with the Indian Tax regulations. You shall be responsible for your tax liabilities under all applicable Tax Laws and Regulations.



- 19.3. In case you are required to undertake travel for company's business, you are entitled to such travel expenses/allowances as may be in force from time to time.
- 19.4. In case of any change in your residential address or any relevant changes in your personal data during your employment with the company, it shall be your duty to intimate the same to the company in writing within three days from the date of such change.
- 19.5. All communications mailed to you by the company to the latest address given by you by Registered post, shall be deemed to have been received by you and also if you provide email address, the information sent to your email address will be treated as sufficient notice to you.
- 19.6. The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etcetera, and amendments thereof as applicable to you and as may be amended from time to time.
- 19.7. Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR manual and other policies and procedures of the Company as applicable and as may be amended from time to time.
- 19.8. You shall not indulge yourself in any activity (verbally, physically or by your behavior) causing annoyance, disrespect and harassment in any manner whatsoever to your co-employees, seniors, subordinates, clients and customers. You shall also not do anything or cause to do anything which shall bring dishonor and/or disrepute to the company or engage in unlawful/immoral activities.
- 19.9. If at any time you are involved in any legal/administrative/quasi-judicial proceeding(s), you shall immediately inform the company the details thereof.
- 19.10. You shall not at any time use your association with the company to gain unfair advantage for personal purposes.
- 19.11. In the event of termination of your employment by the company and/or your resignation before completion of 12 months in service, you will need to refund joining bonus paid to you at the time of joining along with any expenses incurred by the company on account of your relocation & joining.
- 19.12. The terms and conditions that are not specifically set forth in this letter will be determined pursuant to the applicable laws of India and the company's policies and code of conduct, which may be amended from time to time.
- 19.13. This Agreement shall be governed by and construed in accordance with the law of India and to the extent applicable any law of the land where you may be transferred or deputed.

We wish you a long and happy association with us.

Thanking you,
for **BOSTON IT SOLUTIONS Private Limited**
Sd/-

Geetan Desai
Human Resources
Manager

Please Note : This is an on-line letter, hence, does not require any authorized signature.

Enclosed: (i) Compensation Structure (Annexure I)
(ii) Role & Responsibilities (Annexure II)

Acceptance

I have read and understood the above Terms & Conditions hereby signify my acceptance

Name:

Signature:

Date of Joining

6 of 8

BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072, E-M
Mail: manoj.nayec@boston.co.in, Web Site: www.bostonindia.in

Principal
**A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
BETHUNUR (Mdi), Guntur Dt**



Annexure -I
Compensation Structure

Name: DHANISETTY SAI VINEETHA
Grade: M1 (Associate Software Engineer)

Designation: IT- Software Trainee
Location: MUMBAI

Breakup of your compensation is as under:

Particulars	Amount in INR per month	Amount in INR per annum
Basic	37,917	4,55,000
HRA	15,959	1,91,508
Provident Fund (Employer Contribution)	4,550	54,600
Special Allowance	15,959	1,91,508
Professional Tax	200	2,400
Bonus		25,000
Fixed CTC	75,585	920,016

(Rupees nine Lakhs Twenty Thousand sixteen rupees only)

Other benefits:

- Personal Accident Cover** : Personal accident cover for self in cases of death or disability
- Mediclaim** : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
- Gratuity** : As per Gratuity Act

Note:

Compensation is a personal & confidential matter between you and the company. You are not supposed to discuss or share this with anyone. Any discussion or disclosure of your compensation with anybody other than your department head or HR is liable for disciplinary action.



Annexure - II
Roles & Responsibilities

Name: DHANISSETTY SAI VINEETHA
Grade: M1 (Associate Software Engineer)

Designation: IT- Software Trainee
Location: MUMBAI

Function: Software Trainee

Your role involves following main activities and responsibilities:

- Trainee- IT with Telecom (ASP .Net (or) SQL)

Note: This job role is only indicative in nature. Please refer to the detailed Job Description and discuss with your Supervisor to finalize Key Result Areas. The roles and responsibilities might change depending on the business requirements.

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

8 of 8

BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 072. E-Mail: manoj.navee@boston.co.in. Web Site: www.bostonindia.in



OFFER LETTER

Date: 27/4/2022

Name: **MANDHALA VINEELA**

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

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

Your annual total compensation will be INR 258,000. 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

We would like you to join us on or before 04/7/2022

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:



Principal

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



OFFER LETTER

Date: 27/4/2022

Name: MALLELA LIKIL REDDY

We are very happy to have you on board and we are excited to offer you the position of Process Executive Data 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 and understood and agree to the above-mentioned terms and conditions.

Signature:

Date:



Principal

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



OFFER LETTER

Date: 27/4/2022

Name: BALUKA VAMSIKRISHNA

We are very happy to have you on board and we are excited to offer you the position of
Process Executive Data 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:



Principal

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

Date:



OFFER LETTER

Date: 27/4/2022

Name: **GANGASANI KRISHNA REDDY**

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

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

Your annual total compensation will be INR 258,000. 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.

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We would like you to join us on or before 04/7/2022

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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

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



OFFER LETTER

Date: 27/4/2022

Name: RAPATA PAVAN KUMAR

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

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

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We would like you to join us on or before 04/7/2022

Please note:

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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:



Principal

M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM



OFFER LETTER

Date: 27/4/2022

Name: B MAHESH NAIK

We are very happy to have you on board and we are excited to offer you the position of

Process Executive Data with INNOVATIVE TECHNOLOGIES

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

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We would like you to join us on or before 04/7/2022

Please note:

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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

A.M REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM



OFFER LETTER

Date: 27/4/2022

Name: CHINNAPA REDDY MOUNIKA

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

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

Your annual total compensation will be INR 258,000. 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.

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We would like you to join us on or before 04/7/2022

Please note:

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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:



Principal

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



OFFER LETTER

Date: 27/4/2022

Name: **M/LLAPPA GARI NARASIMHAPPA**

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

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

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We would like you to join us on or before 04/7/2022

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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:



Principal

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



OFFER LETTER

Date: 27/4/2022

Name: GUDIPATI PUNNAGAVALLI SUPRAJA

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

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Your annual total compensation will be INR 258,000. 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

We would like you to join us on or before 04/7/2022

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:



Principal

AM REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdl) Guntur D.



OFFER LETTER

Date: 27/4/2022

Name: KODAVATH RAJU

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

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

Your annual total compensation will be INR 258,000. 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.

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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:



[Handwritten Signature]

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



OFFER LETTER

Date: 27/4/2022

Name: KONDLAPALLI PRIYANKA

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

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

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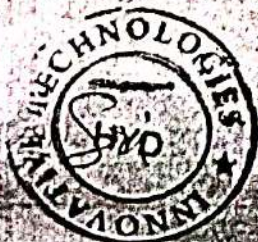
If you have any questions or need any clarification on this offer, please do not hesitate to contact us.

Best regards, For with Innovative Technologies

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

Signature:

Date:



Principal

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



OFFER LETTER

Date: 27/4/2022

Name: PULIMELA ANUSHA

We are very happy to have you on board and we are excited to offer you the position of

Process Executive Data 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
REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dt



OFFER LETTER

Date: 27/4/2022

Name: **SETTIPALLI NAGA RAJESH**

We are very happy to have you on board and we are excited to offer you the position of
Process Executive Data 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 :


Best regards, For with Innovative Technologies

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

Signature :

Date:




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



OFFER LETTER

Date: 27/4/2022

Name: SHAIK SAIDAVALI

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

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

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We would like you to join us on or before 04/7/2022

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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:



Principal

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

Regd. No. 715, # 103, 5th Floor, Manall Chamber, Mehdipatnam, Hyd. -28, T.S: INDIA.
Website: www.ints.co.in, Tel. No. : +91 9985138648, E-mail: connect2ints@gmail.com



OFFER LETTER

Date: 27/4/2022

Name: TULABANDULA JAGADEESH BABU

We are very happy to have you on board and we are excited to offer you the position of Process Executive Data 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:



[Signature]
Principal
A. M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
ACTUR (V.V.)



Date: 07 April 2022

Name: MADHU GHANDHAM

Address: G Madhu 5-81, Oc Colony
Amidlyala(V) Uravakonda(M)
Ananatapur(Dist)515812

Subject: Letter of Intent

Dear MADHU GHANDHAM

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

- (a) You complete your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- (b) You successfully complete all the assigned learning courses and earn course completion certificate for each course prior to the date of joining. Courses will be assigned to you post you accept the LOI

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- (a) You will be eligible for an Annual Salary package of INR 4.5Lakhs (Rupees Four Lakhs Fifty Thousand only) from the date of joining.
- (b) You will be required work from Office. Your base work location will be Bangalore / Chennai / Hyderabad / NCR / Vizag / Pune as assigned. However, you should be open to work in any locations of Infinite including its client locations in India or outside India.
- (c) You will be required to sign a service agreement for a minimum period of 2 years from the date of your joining. After joining the company, if you leave the organization before the completion of the agreement period, you will need to pay a sum of Rupees 200,000/- (Indian Rupees Two Lakhs Only) as liquidated damages to Infinite towards the investment made in your skill development & employability training as per company requirements.

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities
CIN : L72200DL19009PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, 1st
Whitefield, Bangalore - 560066

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdur Chambers - II, 9
Bhikai Cama Place, New Delhi - 110066

+91 11 4615 0845 +91 80 4615 0830

Principal

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



Your specific date of joining will be separately Intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____
Signature: _____
Date: _____

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. H. Reddy Halli,
Whitefield, Bangalore - 560075

+91 80 4193 0000 | +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikaiy Cama Place, New Delhi - 110066.

+91 11 4615 0145 | +91 80 4615 0830

Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Kondapur (M.D), Guntur Dist



Date: 11 April 2022

Name: K PRADEEP

Address: Duradhakunta(V),B-c colony, 2-136
Kalyandurgam (M) Ananthapur (D)
Andhrapradesh 515787

Subject: Letter of Intent

Dear K PRADEEP

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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Infinite Computer Solutions (India) Limited
exciting times... infinite possibilities...
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, P. S. Saihally,
Whitfield, Bangalore - 560 077

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikai Cama Place, New Delhi - 110068.

+91 11 4615 0845 +91 80 4815 0830

Principal

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



Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of intent by signing below

Name: _____
Signature: _____
Date: _____

Infinite Computer Solutions (India) Limited
exciting times... infinite possibilities...
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. J. Somaiyahalli,
Whitefield, Bangalore - 560075

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110068.

+91 11 4615 0845 +91 80 4615 0830

**AM REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM**



Date: 07 April 2022

Name: A SINDHU

Address: Dr. No:1/135, bc colony, polepalli(v)
Bramhasamudram (m) , Ananthapur(d), 515863

Subject: Letter of Intent

Dear A SINDHU

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

- You complete your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
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Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
137, EPIP Zone, Phase 2, K. J. Somaiyahalli,
Whitefield, Bangalore - 560066

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110066

+91 11 4615 0845 +91 80 4615 0530

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



Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities...
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. J. Somiahalli,
Whitefield, Bangalore - 560

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Sordutt Chambers - II, 9
Brikaji Cama Place, New Delhi - 110058.

+91 11 4615 0330 +91 80 4615 0330

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



Date: 11 April 2022

Name: HYMAVATHI S

**Address: D. No:11-10, umar maseedh,vinayakuni gutta,
Macherla, Guntur dist,Andhrapradesh , pin code:522426**

Subject: Letter of Intent

Dear HYMAVATHI S

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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Infinite Computer Solutions (India) Limited
exciting times. infinite possibilities.
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. J. Somaiyashah,
Whitefield, Bangalore - 560066

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikai Cama Place, New Delhi - 110066

+91 11 4615 0845 +91 90 4615 0830

Principal

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



Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
exciting times... infinite possibilities...
CIN: L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
1ST, EPIP Zone, Phase 2, K. R. Mahalinga
Whitefield, Bangalore - 560065

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110066

+91 11 4615 0845 +91 80 4615 0830

Principal

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



Date: 07 April 2022

Name: Rajasekhar Agraharam

Address: 5-248, Sanjay Nagar, Dharmavaram, 515671
Ananthapur (Dist) Andhra Pradesh.

Subject: Letter of Intent

Dear Rajasekhar Agraharam

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

- You complete your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
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Infinite Computer Solutions (India) Limited
Facing times... infinite possibilities
CIN: L72900DL1999PLC171077

www.infinite.com info@infinite.com

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157, EPIP Zone, Phase 2, K. K. Maheshwari,
Whitefield, Bangalore - 560066

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110066.

+91 11 4615 0845 +91 80 4615 0830

A.M REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOG
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur, Dr



Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities...
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. Rajahalli,
Whitefield, Bangalore - 560008

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110066

+91 11 4615 0645 +91 80 4615 0630

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



Date:13 April 2022

Name: Devara Sirisha

Address: BC COLONY , HOUSE NO: 4-87TADIMARRI(V) (M)
ANANTPUR (DIST) ANDHRA PRADESH PIN : 515631

Subject: Letter of Intent

Dear Devara Sirisha

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of **Associate Software Engineer** with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

- (a) You complete your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
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Infinite Computer Solutions (India) Limited
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CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
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+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Ghikaji Cama Place, New Delhi - 110066.

+91 11 4615 0845 +91 11 4615 0830

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



Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____

Signature: _____

Date: _____

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Principal
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PETLURIVARI PALEM
Narasaraopet (Mdi),Guntur(Dt.)**



Date: 07 April 2022

Name: NARAGANI LAKSHMIDURGASRAVANI

Address: Door No:2-162.Rajivgruha kalpa(B.C colony)
Devarakota village, Ghantasala mandal
Krishna district, Andrapradesh Pin code: 521133

Subject: Letter of Intent

Dear NARAGANI LAKSHMIDURGASRAVANI

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: Narayani Lakshmi Durga Sravani
Signature: [Handwritten Signature]
Date: 08/04/2023



Date:13 April 2022

Name: SANTHA KUMARI

Address: R.Santha Kumar D/O Rangadhamappa,
#4_96 , Jekkepalli(v), Guddampalli(Post), Madakasira(M),
Anantapur(Dist), Andhra Pradesh Pin code:515301

Subject: Letter of Intent

Dear SANTHA KUMARI

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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Vijaya Ganugapati

Vice President - Human Resources

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur(Dt.)**



Date: 07 April 2022

Name: Atluri Kavitha

**Address: Door No:8_197 Vipparla Reddy Palem
Rompicherla mandal Guntur District, Andhrapradesh Pincode:522509**

Subject: Letter of Intent

Dear Atluri Kavitha

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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Narasaraopet (Mdl), Guntur Dt.,**



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We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of intent by signing below

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Signature: _____

Date: _____

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur(Dt.,**



Date:13 April 2022

Name: Madiga Kavya

Address: D-No:-4,Ambedkar colony,Kundurpl (v)
Kundurpl(m),Anantapur(D),Andhra pradesh
Pincode 515766,near father temple

Subject: Letter of Intent

Dear Madiga Kavya

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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Principal
A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM



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We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

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Signature: _____

Date: _____

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Principal
**A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM
Narasaraopet (Midi), Guntur(Dt.)**



Date:13 April 2022

Name: P Chaitanya

Address: No.1/73A, Madanapullalla Pheruvu Vestavaripet
prakasham district 523346

Subject: Letter of Intent

Dear P Chaitanya

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of **Associate Software Engineer** with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM,
Narasaraopet (R.R. District)



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We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____

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Principal

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PETLURIVARI PALEM
Narasaraopet (Midl), Guntur(Dt.)



Date:13 April 2022

Name: sairoopa ragulapadu

**Address: D.no:3-84, marutla 3rd colony, kuderu (M)
Ananatapur (Dist), Andhra Pradesh, pin code:515711**

Subject: Letter of Intent

Dear sairoopa ragulapadu

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

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Name: _____

Signature: _____

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Principal

A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM
Maddurapet (Mdt), Guntur, Dr.



Date: 13 April 2022

Name: Yerredula Haripriya Reddy

Address: D-No : 1- 186, back side Ram temple
Bollavarm village, Muppala madal
Guntur District, Andhra Pradesh (522403)

Subject: Letter of Intent

Dear Yerredula Haripriya Reddy

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software Engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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PETLURIVARI PALEM
Narasaraopet (Midi), Guntur Dist.



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For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

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**A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM
Narasaraopet (Sidd), Guntur(Dr**



Date: 18 May 2022

Name: Vamsi Dunna

Address: 11-8, Sc colony, Nagulavaram(Village)
Ardhveedu (mandal) Prakasam (District)
Andhra Pradesh-523333

Subject: Letter of Intent

Dear Vamsi Dunna

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

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155, Somdutt Chambers - II, 9
Bhikai Cama Place, New Delhi - 110066.

www.infinite.com info@infinite.com

+91 80 4193 0000 +91 80 4193 0009

+91 11 4615 0845 +91 80 4615 0830

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



Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
exciting times... infinite possibilities
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. J. Somiahalli,
Whitefield, Bangalore - 560086

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - 9,
Bhikai Cama Place, New Delhi - 110086

+91 11 4615 0830 +91 80 4615 0830

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



Date: 18 May 2022

Name: Divya Kanapala

Address: D.No 4-97, near Luthern church

Munnangi village, Kollipara mandal, Guntur district-522304.

Subject: Letter of Intent

Dear Divya Kanapala

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

- (a) You complete your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- (b) You successfully complete all the assigned learning courses and earn course completion certificate for each course prior to the date of joining. Courses will be assigned to you post you accept the LOI

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- (a) You will be eligible for an Annual Salary package of INR 4.5 Lakhs (Rupees Four Lakhs Fifty Thousand only) from the date of joining.
- (b) You will be required work from Office. Your base work location will be Bangalore / Chennai / Hyderabad / NCR / Vizag / Pune as assigned. However, you should be open to work in any locations of Infinite including its client locations in India or outside India.
- (c) You will be required to sign a service agreement for a minimum period of 2 years from the date of your joining. After joining the company, if you leave the organization before the completion of the agreement period, you will need to pay a sum of Rupees 200,000/- (Indian Rupees Two Lakhs Only) as liquidated damages to Infinite towards the investment made in your skill development & employability training as per company requirements.

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities...
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. Jotahalli,
Whitefield, Bangalore - 560075

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Charan - II, 9
Bhikaji Cama Place, New Delhi - 110066.

+91 11 4615 0645 +91 80 4615 0830

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



Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, H. S. Sahani,
Whitefield, Bangalore - 560091

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110066

+91 11 4815 0945 +91 80 4815 0830

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



Date: 18 May 2022

Name: Vannuraswamy Harijana

**Address: 8-4, Sc colony, P. Cherlopalli (V), Mulakanur (P)
Kambadur (M), Anantapur (D) Andhra Pradesh-515765**

Subject: Letter of Intent

Dear Vannuraswamy Harijana

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

- (a) You complete your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- (b) You successfully complete all the assigned learning courses and earn course completion certificate for each course prior to the date of joining. Courses will be assigned to you post you accept the LOI

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- (a) You will be eligible for an Annual Salary package of INR 4.5 Lakhs (Rupees Four Lakhs Fifty Thousand only) from the date of joining.
- (b) You will be required work from Office. Your base work location will be Bangalore / Chennai / Hyderabad / NCR / Vizag / Pune as assigned. However, you should be open to work in any locations of Infinite including its client locations in India or outside India.
- (c) You will be required to sign a service agreement for a minimum period of 2 years from the date of your joining. After joining the company, if you leave the organization before the completion of the agreement period, you will need to pay a sum of Rupees 200,000/- (Indian Rupees Two Lakhs Only) as liquidated damages to Infinite towards the investment made in your skill development & employability training as per company requirements.

Infinite Computer Solutions (India) Limited
exciting times... infinite possibilities
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. Cherlopalli,
Whitefield, Bangalore - 560 082

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdutt Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110066.

+91 11 4615 0845 +91 80 4615 0630

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



Your specific date of joining will be separately Intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati

Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: _____

Signature: _____

Date: _____

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities
CIN : L72200DL1999PLC171077

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, K. Jalahalli,
Whitefield, Bangalore - 560066

+91 80 4193 0000 +91 80 4193 0009

Registered Office
155, Somdur Chambers - II, 9
Bhikaji Cama Place, New Delhi - 110066

+91-11 4615 0615 +91 80 4615 0530

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



Date: 18 May 2022

Name: Vikas Ratarra

Address: 4-60, Nallacheruvu patti, BC colony

Obulavaracheruvu Anantapur Andhra Pradesh 515561

Subject: Letter of Intent

Dear Vikas Ratarra

With reference to your application and subsequent campus interview you had with us, we intend to make a conditional offer of employment to you for the position of Associate Software engineer with Infinite Computer Solutions (India) Limited ("Company" or "Infinite") provided,

- (a) You complete your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- (b) You successfully complete all the assigned learning courses and earn course completion certificate for each course prior to the date of joining. Courses will be assigned to you post you accept the LOI

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- (a) You will be eligible for an Annual Salary package of INR 4.5 Lakhs (Rupees Four Lakhs Fifty Thousand only) from the date of joining.
- (b) You will be required work from Office. Your base work location will be Bangalore / Chennai / Hyderabad / NCR / Vizag / Pune as assigned. However, you should be open to work in any locations of Infinite including its client locations in India or outside India.
- (c) You will be required to sign a service agreement for a minimum period of 2 years from the date of your joining. After joining the company, if you leave the organization before the completion of the agreement period, you will need to pay a sum of Rupees 200,000/- (Indian Rupees Two Lakhs Only) as liquidated damages to Infinite towards the investment made in your skill development & employability training as per company requirements.

Principal

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



Your specific date of joining will be separately intimated to you.

We request you to confirm your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter of Intent to campus-hire@infinite.com

We look forward to you having a rewarding career with us.

For Infinite Computer Solutions (India) Ltd,

Vijaya Ganugapati
Vice President - Human Resources

Please confirm that you have read, understood, and accept this letter of Intent by signing below

Name: Vikas Ratara
Signature: R. Vikas
Date: 19/05/2022

Infinite Computer Solutions (India) Ltd
100/1, 1st Floor, Park Road, Hyderabad
T: +91 40 4000 21000
www.infinite.com | info@infinite.com

Corporate Office
100/1, 1st Floor, Park Road, Hyderabad
T: +91 40 4000 21000
www.infinite.com | info@infinite.com

Regional Office
100/1, 1st Floor, Park Road, Hyderabad
T: +91 40 4000 21000
www.infinite.com | info@infinite.com

Principal

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



Letter of Appointment

Ref. No: ICSL/Employee/7558BR/24698/November 9, 2022

Date : November 9, 2022

Konatham Raja Sekhar Reddy
2-100, Boddurayi Center, Atmakur
Guntur, Andhra Pradesh
522612, India

Dear Konatham Raja Sekhar Reddy,

Congratulations! With reference to your application and subsequent discussions/interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

Date of Joining: You are requested to join us on or before **November 11, 2022**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. Plot No. 1, Hill # 3, APIIC IT / ITES SEZ, Rushikonda, Madhurawada, Visakhapatnam, Andhra Pradesh - 530045**.

Salary (on Cost to Company): Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

Tax Implications on Salary: You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising therefor for all personal Income Tax purposes.

Work Location: Your initial work location will be **Visakhapatnam**. The work location can change based on the organizational requirements.

Notice Period: Your employment with the Company can be terminated either by the Company or by you by giving the other party **90 days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

Your employment with Infinite will be governed by the attached Terms of Employment. You are required to read carefully and understand these Terms of Employment as a part of accepting this offer. As further detailed in the terms of employment the offer of your employment with Infinite is subject to satisfactory completion of background verification and reference checks which may occur at any time prior to or after your effective date of joining.

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - IFBP (If applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,
For Infinite Computer Solutions (India) Limited

Nitin Dipt Prakash
Vice President - Human Resources

Acknowledged and agreed

Konatham Raja Sekhar Reddy
Date:

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities...
CIN : U72200HR1999PLC089980

Corporate Office
157, EPIP Zone, Phase 2, Kundalahalli,
Whitefield, Bangalore - 560066.

Registered Office
4th Floor, Plot No. 21, Institutional Area, Sector - 44,
Gurugram - 122001, Haryana, India

www.infinite.com info@infinite.com

+91 80 4193 0000 +91 80 4193 0009 +91 124 3301800

MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Vasaraopet (Mdl), Guntur Dist



Terms of Employment

Your employment at Infinite Computer Solutions (India) Limited ("Company" or "Infinite") will be governed by Company's policies, as modified, from time to time and at the sole discretion of the company, upon notice to you. The Terms of Employment contained herein must be read as a part of Company's current policies.

Full Time Employment

This is a full time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work/assignment for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the company without prior permission in writing or any such or similar engagement that would conflict with the business/ customer interest of Infinite.

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

We follow 9:30 working hours schedule, which includes 30 minutes break. You are expected to comply with defined working hours as declared by the company and/or project management. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Probation Period

You will be on probation for a period of 12 Months from the date of joining. Upon completion of probation duration, you'd be deemed to be automatically confirmed unless appraised otherwise to you in writing.

Transfer and Deputation

Your services are liable to be transferred in such capacity as the Company may from time to time be determined by the business/customer needs to any other location, department, establishment, sister company or branch of the company anywhere in the world, with/without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations.

You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time.

Notice Period/ Termination of Employment

Your employment with the Company can be terminated either by the Company or by you by giving the other party 90 days of advance notice (refer to the Letter of Appointment or recent communication to know your notice period days). Notice period during the probation will also be 90 days.

The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended at the discretion of the management. The relieving date may also be extended in case the project is at a critical juncture.

If the Company relieves you before the completion of the notice period, the basic salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the basic salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

(a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence, unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

(b) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

(c) Any act of moral turpitude.



Consequences of Termination of Employment

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

- (a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and
 - (b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.
- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.
 - Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.
 - In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

Retirement

You will retire from the services of the Company on completion of 60 years. For this purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

Background and Reference Check

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (in the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been willfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may choose to verify all your credentials as deemed necessary by the company and the client.

Technology and Confidentiality Agreement

You may be required to sign technology and confidentiality agreements with the Company or any other client as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement

Confidential Information

You will not at any time without the consent of the Functional Head or any other nominated representative of the Company, disclose or divulge or make public except on legal obligations, any information regarding the company's affairs or administration or research carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

Intellectual Property

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials 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, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.

Principal

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



Indemnification

You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by you or related to your breach of any of the provisions contained in this Terms of Employment.

Conflict of Interest

During your employment with Infinite It is intended to avoid conflict between your interest as an employee and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same in writing to the management immediately.

These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the Letter of Appointment (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter thereof.

Sincerely,
For Infinite Computer Solutions (India) Limited

A handwritten signature in black ink, appearing to read "Nitin Dipt Prakash", written over a horizontal line.

Nitin Dipt Prakash
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Signature: _____

Name: _____

Date: _____

A handwritten signature in green ink, appearing to read "A.M. Reddy", written over a horizontal line.

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



Annexure - 1

Compensation Package for Konatam Raja Sekhar Reddy

Grade : E1

Components	Monthly	Yearly
Basic	16500	198000.00
House Rent Allowance	8250.00	99000.00
Educational Allowance	0	0.00
Advance Statutory Bonus	3300.00	39600.00
Infinite Flexible Benefit Plan (IFBP *)	3101.17	37214.04
Advance Monthly Performance Bonus (AMPB)**	1125.00	13500.00
Leave Travel Allowance		0
Annual Total Fixed Compensation (A)	32276.17	387314.04
PF (Employer Contribution)	1800	21600.00
GMC, GPA & GTL		22582.00
Gratuity		9504.00
Annual Total Benefits (B)		53686.00
Variable Pay (Including AMPB)		22500.00
Annual Total Variable Compensation (C)		22500.00
Annual Total Compensation		450000.04

*Please refer annexure 2 for IFBP details

**AMPB amount would be part of overall variable pay. 60% of overall variable pay would be paid in advance as part of monthly salary as AMPB (Advance Monthly Performance Bonus). If an employee leaves within the performance review period, the AMPB paid till LWD will be recovered in F&F Settlement.

• The Medical insurance covers self, spouse, two children and parents from the date of joining of the employee. •
You will be eligible for gratuity as per the provisions of Gratuity Act 1972

Service Agreement : Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay an amount mentioned in the service Agreement. The content of the service agreement dated _____ to be read as part and parcel of this document without prejudice to each other.

Sincerely,
For Infinite Computer Solutions (India) Limited

Nitin Dipt Prakash
Vice President - Human Resources

Accepted on: /..... /.....

Signature: _____

Name: Konatam Raja Sekhar Reddy

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



Annexure - 2 (Grade E1 to E4)

Infinite Flexible Benefit Plan (IFBP): You can choose the amount against various components available under Infinite Flexible Benefit Plan (IFBP) depending on your grade and eligibility as per the policy. Rest of the amount becomes taxable income.

The eligibility for choosing the components from Infinite Flexible Benefit Plan (IFBP) according to the grade is as follows:

Grade	Meal Vouchers	NPS (Max)
E1 to E4	2,200/-	10% of the basic component

*The above mentioned amount is the maximum limit that can be opted under each category. Refer to the Compensation & Benefits Policy for more details

Meal Vouchers : The amount chosen against this will be loaded to the meal card on monthly basis.

National Pension Scheme (NPS): The amount chosen to contribute towards NPS needs to be a minimum of Rs. 6000/- along with registration and administrative charges per year with a maximum limit of 10% of your Annual Basic to an extent of 1lakh for Tax exemption under Section 80CCD (2)


Principal

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

Annexure - 3

Submission of Documents: You need to scan all the original documents and upload in the link provided to you.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs - 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
13. Last 3 months pay slips- Immediate previous employer
14. Copy of salary revision or the offer letter (whichever is latest) - Immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

Please note: Joining formalities will not start if any of the applicable documents are missing on the day of joining.



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



Letter of Appointment

Ref. No: ICSL/Employee/7504BR/24583/November 8, 2022
Date : November 8, 2022

THOLUSURI SATHEESH KUMAR
1-58, Gopulapuram (v), Kanekal (M), Ananthapur
poolacherla
Ananthapur, Andhra Pradesh
515865, India

Dear **THOLUSURI SATHEESH KUMAR**,

Congratulations! With reference to your application and subsequent discussions/Interview you had with us, we are pleased to offer you the position of **Associate Software Engineer** with **Infinite Computer Solutions (India) Limited** ("Company" or "Infinite") on the following terms and conditions.

Date of Joining: You are requested to join us on or before **November 11, 2022**. In the event you are not able to join us on this specified date, the offer would stand withdrawn unless the extension of joining date is granted in writing. On the date of your joining, you are requested to meet the Joining Coordinator to complete the joining formalities at **Infinite Computer Solutions (India) Ltd. #157, EPIP Zone, Phase II, Kundalahalli, Mahadevapura Post, Whitefield, Bangalore 560066**.

Salary (on Cost to Company): Your salary on a 'cost to the company (CTC) basis' will be as per the details herein enclosed under Annexure 1.

Tax Implications on Salary: You will be liable to pay all applicable taxes on your income as per the prevailing laws. You are individually responsible for all declarations and implications arising thereof for all personal Income Tax purposes.

Work Location: Your initial work location will be **Bangalore - Campus**. The work location can change based on the organizational requirements.

Notice Period: Your employment with the Company can be terminated either by the Company or by you by giving the other party **90 days** advance notice. You are required to carefully read the notice period clause in the Terms of Employment attached to this Letter of Appointment.

Your employment with Infinite will be governed by the attached Terms of Employment. You are required to read carefully and understand these Terms of Employment as a part of accepting this offer. As further detailed in the terms of employment the offer of your employment with Infinite is subject to satisfactory completion of background verification and reference checks which may occur at any time prior to or after your effective date of joining.

To indicate your acceptance of this offer and employment with Infinite, please submit a copy of this Letter of Appointment, Terms of Employment, Annexure 1 - Compensation, Annexure 2 - IFBP (if applicable) with your signature on each page. In addition, please provide all the documentation identified in Annexure 3.

We wish you exciting times and Infinite possibilities with us and look forward to a mutually fruitful association

Sincerely,
For **Infinite Computer Solutions (India) Limited**

Nitin Dipt Prakash
Vice President - Human Resources

Acknowledged and agreed

THOLUSURI SATHEESH KUMAR
Date:

Principal
**A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasarpotek (Mdi), Guntur, Or.**

Infinite Computer Solutions (India) Limited
exciting times...infinite possibilities...
CIN : U72200HR1999PLC089980

www.infinite.com info@infinite.com

Corporate Office
157, EPIP Zone, Phase 2, Kundalahalli,
Whitefield, Bangalore - 560066.

+91 80 4193 0000 +91 80 4193 0009

Registered Office
4th Floor, Plot No. 21, Institutional Area, Sector - 44,
Gurugram - 122001, Haryana, India

+91 124 3301800 +91 124 3301867



Terms of Employment

Your employment at Infinite Computer Solutions (India) Limited ("Company" or "Infinite") will be governed by Company's policies, as modified, from time to time and at the sole discretion of the company, upon notice to you. The Terms of Employment contained herein must be read as a part of Company's current policies.

Full Time Employment

This is a full time employment with the Company and you shall devote yourself exclusively to the business of the Company. You will not take up any other work/assignment for remuneration (part time or otherwise) or work on advisory capacity or be interested either directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the company without prior permission in writing or any such or similar engagement that would conflict with the business/ customer interest of Infinite.

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you; alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

We follow 9:30 working hours schedule, which includes 30 minutes break. You are expected to comply with defined working hours as declared by the company and/or project management. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Probation Period

You will be on probation for a period of 12 Months from the date of joining. Upon completion of probation duration, you'd be deemed to be automatically confirmed unless appraised otherwise to you in writing.

Transfer and Deputation

Your services are liable to be transferred in such capacity as the Company may from time to time be determined by the business/customer needs to any other location, department, establishment, sister company or branch of the company anywhere in the world, with/without any change in terms and conditions of employment at the sole discretion of the management. In such a case, you will be governed by the rules and service conditions applicable to new assignments and locations.

You may also be sent on training, deputation assignments to sister or associate companies or to third parties whether in India or abroad and are expected to participate in them.

You will be governed by the rules and regulations in these regards as may be applicable to you from time to time.

Notice Period/ Termination of Employment

Your employment with the Company can be terminated either by the Company or by you by giving the other party 90 days of advance notice (refer to the Letter of Appointment or recent communication to know your notice period days). Notice period during the probation will also be 90 days.

The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended at the discretion of the management. The relieving date may also be extended in case the project is at a critical juncture.

If the Company relieves you before the completion of the notice period, the basic salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the basic salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company.

Company may terminate your employment immediately, with or without notice and without compensation in lieu of notice period on the occurrence of your involvement in:

(a) Embezzlement, intoxication or illegal drug abuse, unauthorized absence, unauthorized disclosure or misuse of the Company's Confidential Information, gross insubordination, or receipt or attempted receipt of any impermissible rebate, bribe or other similar remuneration or consideration in connection with any potential or existing opportunity for the Company and its affiliates and their employees, contractors and clients;

(b) Misconduct (willful, intentional or otherwise) during or in connection with the performance of your obligations hereunder or being arrested, charged or convicted in a criminal proceeding or similar proceedings that involves a matter which Company believes, in its sole discretion, may affect the performance of your obligations, whether or not such matter is directly related to the affairs of the Company and/or its affiliates and their employees, contractors or clients; and/or

(c) Any act of moral turpitude.

Principal
M. REDDY
ENGINEERING TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur(Dt.)



Consequences of Termination of Employment

Upon termination or expiration of your employment, for any reason, or as otherwise requested by Company, you will return to the Company:

(a) Any property belonging to the Company, such as a laptop, computer, mobile phone, access card and other devices with details of any passwords or user ids installed therein; and

(b) All Confidential Information and any Work Product, including any documents and information, of whatever description or in whatever form, tangible or intangible, in your possession, together with copies, notes or summaries of such documents and your own working papers which are derived of or based on such documents.

- Upon termination or expiration of your employment, for any reason, amounts due or payable, from or to you by the Company shall be settled in full and an acknowledgment of such settlement shall be recorded in writing.

- Upon termination or expiration of your employment, for any reason, Company shall be entitled to, at its sole discretion, pursue any remedy available in law or in contract to ensure settlement of any amounts owed by you hereunder, including costs and expenses incurred towards your training. Further, Company shall be entitled to, at its sole discretion withhold the relieving letter and all other documents regarding your employment hereunder.

- In the event of you taking up an alternate employment, it is obligatory on your part, not to join any of Infinite's Client/Customer organizations, without a written consent from Infinite for a period of one year from the date of your separation.

Retirement

You will retire from the services of the Company on completion of 60 years. For this purpose the date of birth as declared in the date of birth proof submitted at the time of joining will be treated as final. You may be retired earlier if found medically unfit.

Background and Reference Check

The Letter of Appointment is issued on the understanding that all information/documents provided by you while joining (In the application / employee data form / during the interview) is true & are liable to be verified at any time during & after the period of your employment with the company. In the event, that any declaration been given or furnished by you to the company is proved to be false or found to have been willfully suppressed/ altered confidential proofs of evidence, your services with the company would be terminated. Termination of services on grounds of Background Verification will not be eligible for any notice period or compensation in lieu of notice period. The company at any time may choose to verify all your credentials as deemed necessary by the company and the client.

Technology and Confidentiality Agreement

You may be required to sign technology and confidentiality agreements with the Company or any other client as required at the time of joining and during the tenure with the company. You are required to adhere to all terms and conditions mentioned in the agreement


Confidential Information

You will not at any time without the consent of the Functional Head or any other nominated representative of the Company, disclose or divulge or make public except on legal obligations, any information regarding the company's affairs or administration or research carried out, whether the same may be confined to you or become known to you in the course of your service or otherwise.

You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit any third person or entity without the prior authorization of the Company; (d) give prompt notice to Company of any actual or attempted unauthorized use or disclosure of the Confidential Information.

Intellectual Property

You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, whether registerable or not, arising or created as a result of the development of and/or the application of any tangible or intangible work product or materials 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, improvement, computer program, documentation, or other material which you conceive, discover or create during or in consequence of employment shall belong exclusively to the Company.


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



Indemnification

You agree to indemnify the Company and its affiliates for any losses or damages sustained by Company and its affiliates which is caused by you or related to your breach of any of the provisions contained in this Terms of Employment.

Conflict of Interest

During your employment with Infinite it is intended to avoid conflict between your interest as an employee and the interest of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company. Further, if any 'Conflict of Interest' does arise in future, you will promptly report the same in writing to the management immediately.

These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the Letter of Appointment (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter thereof.

Sincerely,
For Infinite Computer Solutions (India) Limited

Nitin Dipt Prakash
Vice President - Human Resources

Please confirm that you have read, understood and agree to the above Terms of Employment by signing below

Signature: _____

Name: _____

Date: _____

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



Annexure - 1
Compensation Package for THOLUSURI SATHEESH KUMAR

Grade : E1

Components	Monthly	Yearly
Basic		
House Rent Allowance	16500	198000.00
Educational Allowance	8250.00	99000.00
Advance Statutory Bonus	0	0.00
Infinite Flexible Benefit Plan (IFBP *)	3300.00	39600.00
Advance Monthly Performance Bonus (AMPB)**	3101.17	37214.04
Leave Travel Allowance	1125.00	13500.00
Annual Total Fixed Compensation (A)		0
PF (Employer Contribution)	32276.17	387314.04
GMC, GPA & GTL	1800	21600.00
Gratuity		22582.00
Annual Total Benefits (B)		9504.00
Variable Pay (including AMPB)		53686.00
Annual Total Variable Compensation (C)		22500.00
Annual Total Compensation		22500.00
		450000.04

*Please refer annexure 2 for IFBP details

**AMPB amount would be part of overall variable pay. 60% of overall variable pay would be paid in advance as part of monthly salary as AMPB (Advance Monthly Performance Bonus). If an employee leaves within the performance review period, the AMPB paid till LWD will be recovered in F&F Settlement.

- The Medical Insurance covers self, spouse, two children and parents from the date of joining of the employee.
- You will be eligible for gratuity as per the provisions of Gratuity Act 1972

Service Agreement : Your service agreement will be valid for 24 months. In case you decide to leave Infinite before the completion 24 months, you will be liable to pay and amount mentioned in the service Agreement. The content of the service agreement dated _____ to be read as part and parcel of this document without prejudice to each other.

Sincerely,
For Infinite Computer Solutions (India) Limited

Nitin Dipt Prakash
Vice President - Human Resources

Accepted on: / /

Signature: _____

Name: **THOLUSURI SATHEESH KUMAR**

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



Annexure - 2 (Grade E1 to E4)

Infinite Flexible Benefit Plan (IFBP): You can choose the amount against various components available under Infinite Flexible Benefit Plan (IFBP) depending on your grade and eligibility as per the policy. Rest of the amount becomes taxable income.

The eligibility for choosing the components from Infinite Flexible Benefit Plan (IFBP) according to the grade is as follows:

Grade	Meal Vouchers	NPS (Max)
E1 to E4	2,200/-	10% of the basic component

*The above mentioned amount is the maximum limit that can be opted under each category. Refer to the Compensation & Benefits Policy for more details

Meal Vouchers : The amount chosen against this will be loaded to the meal card on monthly basis.

National Pension Scheme (NPS): The amount chosen to contribute towards NPS needs to be a minimum of Rs. 6000/- along with registration and administrative charges per year with a maximum limit of 10% of your Annual Basic to an extent of 1lakh for Tax exemption under Section 80CCD (2)


Principal

**A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURMAI PALEM**

Annexure - 3

Submission of Documents: You need to scan all the original documents and upload in the link provided to you.

1. SSLC/ 10th Mark Sheet
2. PUC/ PDC/ +2 Mark Sheet
3. Degree/ Graduation Certificate/ Convocation Certificate
4. Degree/ Graduation Marks cards (All Semesters or consolidated)
5. Post Graduation Certificate/ Convocation Certificate
6. Post Graduation Marks cards (All Semesters or consolidated)
7. Certificates of any other Qualification
8. Copy of Passport
9. Copy of PAN Card
10. Copy of Aadhar Card
11. Passport size photographs - 4
12. Relieving letter or Acceptance of resignation letter from the immediate previous employer or Hard copy of the resignation acceptance mail duly signed & sealed by the authorized signatory
13. Last 3 months pay slips- immediate previous employer
14. Copy of salary revision or the offer letter (whichever is latest) - Immediate previous employer
15. Experience letter of all previous employments
16. Copy of updated resume

Please note: Joining formalities will not start if any of the applicable documents are missing on the day of joining.


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



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1621993

Letter of Intent ("LOI")

Dear Kavitha Atluri,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.


Principal
**A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
SARAJOPETA (MIDC), Guntur**

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1621993**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1621993**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 1621993**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopeta, Dist. Nellore

ANNEXURE 1

Kavitha Atluri
Analyst and A4


Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950


Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURU ROAD, SALEM
Narasimha Prasad, Principal (Dr)



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 1486769

Letter of Intent ("LOI")

Dear Eswar Dugalam,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst and A4 with Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

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

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 1486769**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 1486769**
- In case of any other query, write to use with e-mail subject as: **Other Querles- Superset ID 1486769**

Thanking you,
Yours Sincerely,
For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

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

ANNEXURE 1

Eswar Dugalam
Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be **INR 4,00,000/- (Rupees Four Lakh only)**. On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of **INR 25,000/- (Rupees Twenty Five Thousand only)**. Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

This is a system generated document and does not need a signature

Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950


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

Tech Mahindra

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3053 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

2053557 / ELTP-CAMPUS / 2022

08-Apr-2022

Subject: Letter of Intent

Dear Shivadilip,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of Associate Software Engineer at Band U and Sub Band U1 in our Organization provided:

- o You being medically fit, having completed your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- o You complete the set of learning courses and earn course completion certificate for each course mentioned in Annexure - A and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- o You will be under probation for a period of 6 (Six) months from the date of joining.
- o During probation period, you will be eligible for Annual Salary package of INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only). Please refer to Annexure - B for breakup of your intended Annual Salary package.
- o Post probation, you will be eligible for an Annual Salary package of INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only). Please refer to Annexure - C for breakup of your intended Annual Salary package.
- o In addition, you will also be entitled for a one-time settlement Allowance not exceeding INR 15,000, (Indian Rupees Fifteen Thousand Only) if eligible, as per Tech Mahindra policy.
- o At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only) as liquidated damages to Tech Mahindra.
- o You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



Tech Mahindra

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on CampusJoining@techmahindra.com

This Letter of Intent shall cease to be valid on 07-Oct-2022 or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,


Krishna Ramaswamy

Head - Resource Management Group

I have received the Letter of Intent.
I'm accepting the terms and conditions.

yours sincerely,

B. Shiva dilip

(B. Shiva dilip)

Date: 12/04/2022.

Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use tmlfh.udemy.com link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (In Hrs)
Programming Foundations	Programming 101	
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	4
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and JQuery	7.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	20.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	6.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	5.5
Python basics	The Python Bible Everything You Need to Program in Python	8
Cloud Computing	A Practical Introduction to Cloud Computing	9
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2021	2.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2021	4.5
Communication	The Art of Communications ? Become a Master Communicator	6.5
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	3.25
Business Etiquettes	Business Etiquette 101: Social Skills for Success	1.36
		4.7

Principal

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

Annexure B

Total Cost to Company (TCC) (Per Annum)	260000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	89393
HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	10727
Flexible Components of TFP ^	12787
Total Fixed Pay (Per Annum)	223482
Total Variable Pay (TVP) (Per Annum) (*)	24831
Total....(A)	248313
Additional Benefits....(B)	11687
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) ——(A) + (B)	260000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
Meal Card (Max Rs. 2200 per month)	26,400
Bonus / Statutory Bonus, if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be Rs. 2 lakhs.	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

Principal

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

Annexure C

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	312206
Additional Benefits.....(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAJ)	7387
Total Cost to Company (Per Annum) -----(A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
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Principal

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

2053556 / ELTP-CAMPUS / 2022

08-Apr-2022

Subject: Letter of Intent

Dear Raja Sekhar Reddy,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer** at **Band U and Sub Band U1** in our Organization provided:

- o You being medically fit, having completed your qualifying academic course with a minimum grade of **First Class or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of **First Class/60%** or equivalent grade in all other courses completed by you prior to your qualifying academic course
- o You complete the set of learning courses and earn course completion certificate for each course mentioned in **Annexure - A** and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- o You will be under probation for a period of **6 (Six) months** from the date of joining.
- o During probation period, you will be eligible for Annual Salary package of **INR 260,000 (Indian Rupees Two Hundred and Sixty Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- o Post probation, you will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - C** for breakup of your intended Annual Salary package.
- o In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- o At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least **2 years** from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- o You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.




Principal

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

Tech Mahindra

Tech Mahindra Limited
Infocity, Hitech City Layout,
Madhapur, Hyderabad 500081, India.

Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

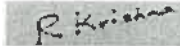
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on CampusJoining@techmahindra.com

This Letter of Intent shall cease to be valid on **07-Oct-2022** or issue of Offer of Appointment, whichever is earlier.


We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group


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

Annexure A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

To start learning courses use tmf@udemy.com link.

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
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Principal

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

Annexure B

Total Cost to Company (TCC) (Per Annum)	260000
Components of Total Cost to Company	INR. (Per Annum)
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HRA (@70% of Basic Pay)	62575
Bonus/Statutory Bonus	48000
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Total... (A)	248313
Additional Benefits... (B)	11687
Gratuity	4300
Insurance Premiums (towards GTLI, GMIP and GPAL)	7387
Total Cost to Company (Per Annum) ----(A) + (B)	260000
* Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay	
LTA	12,000
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a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of Rs. 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of Rs. 3 lakhs (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be Rs. 2 lakhs.	
c) Group Personal Accident Insurance (GPAL) coverage: You would be enrolled under the Company's GPAL scheme with a cover of upto Rs. 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

Principal

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

Annexure C

Total Cost to Company (TCC) (Per Annum)		325000
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HRA (@70% of Basic Pay)		78676
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Flexible Components of TFP ^		28428
Total Fixed Pay (Per Annum)		280985
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Principal

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

Tech Mahindra

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Registered Office:
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Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1986PLC041370

2053554 / ELTP-CAMPUS / 2022

08-Apr-2022

Subject: Letter of Intent

Dear Surosh,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of Associate Software Engineer at Band U and Sub Band U1 in our Organization provided:

- o You being medically fit, having completed your qualifying academic course with a minimum grade of First Class or equivalent grade as specified at the time of your selection, meeting the set eligibility criteria, including minimum of First Class/60% or equivalent grade in all other courses completed by you prior to your qualifying academic course.
- o You complete the set of learning courses and earn course completion certificate for each course mentioned in Annexure - A and

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- o You will be under probation for a period of 6 (Six) months from the date of joining.
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- o Post probation, you will be eligible for an Annual Salary package of INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only). Please refer to Annexure - C for breakup of your intended Annual Salary package.
- o In addition, you will also be entitled for a one-time settlement Allowance not exceeding INR 15,000, (Indian Rupees Fifteen Thousand Only) if eligible, as per Tech Mahindra policy.
- o At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only) as liquidated damages to Tech Mahindra.
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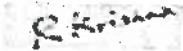
Registered Office:
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Mumbai 400 001, India.
www.techmahindra.com
CIN L64200MH1988PLC041370

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This Letter of Intent shall cease to be valid on 07-Oct-2022 or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,


Krishna Ramaswamy

Head - Resource Management Group

I have received the Letter of Intent.

I am accepting the terms and conditions.

Yours sincerely,

M. Suresh

(Suresh Manva)

Date: 12-04-2022

ANNEXURE A

Learning and Certification

Select to learn the below UdeMy courses in self-learning mode and earn the course completion certificate for each course

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Principal

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

Annexure B

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Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopeta (Madr)

Annexure C

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Principal

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



APPOINTMENT LETTER

March 28, 2022

Dear B. Dilip,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of interest:

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

6. Confidentiality:

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

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, In-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.


Yours sincerely,
For Wipro Limited,

Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I


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



APPOINTMENT LETTER

March 28, 2022

Dear Madhu Ghandham,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

6. Confidentiality:

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

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only)** in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shallen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I



APPOINTMENT LETTER

March 28, 2022

Dear Raja Sekhar Reddy Konatam,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

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

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I



APPOINTMENT LETTER

March 24, 2022

Dear Neerukattu Srinivasulu,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any


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other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.

- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.


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- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mvwipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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


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- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
- i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

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

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or

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clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall


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withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.


Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shallen
General Manager - Human Resources

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


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APPOINTMENT LETTER

March 24, 2022

Dear Tholusuri Kumar,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.


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- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.


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- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an


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advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.

- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

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

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents,

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training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
 - i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.


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- ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only)** in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the


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appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.



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Narasaraopet (Mdl), Guntur(Dt .



APPOINTMENT LETTER

March 21, 2022

Dear Kavitha Aturi,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as Project Engineer. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:


Principal

**A.M REDDY MEMORIAL COLLEGE OF
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SRIJAYAM BALEM
Narasaraopet (Mdi), Guntur(Dr.**

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro In relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shallen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

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PETTURIVARI PALEM



APPOINTMENT LETTER

March 21, 2022

Dear Pundolla Roopa,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other

relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / Image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. 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 from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

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

Principal

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PETLURIVARI PALEM
GUNTUR Dt.

6. Confidentiality:

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

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation.

and 60% in post-graduation.

v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of at least 12 months commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall be liable to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program (PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For Wipro Limited,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=Elite_Offer_letter_template_2022&user=24107031&item=608612

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

September 2, 2022

HRD/3T/1003295539/22-23

Ms. Navaneetha Kasireddy
No-9-217 Dhupampalli(V),
Bukkapatnam(M),
Anantapur district-515154
India

Ph: +91-8897505090

Dear Navaneetha,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.09.02 13:11:29 IST
Reason: Digitally Signed
Location: Bangalore

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

Company Confidential - This communication is confidential between you and Infosys Limited

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
NARASIPETA (M), GUNTUR Dt

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HRD/1003295539/22-23

Ms. Navaneetha Kasireddy
No-9-217 Dhupampalli(V),
Bukkapatnam(M),
Anantapur district-515154
India

Ph: +91-8897505090

Dear Navaneetha,

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

Here are the terms and conditions of our offer:

Definition

The following terms shall have the following meanings for the purpose of this Offer of Employment ("Offer Letter" hereinafter).

"Affiliates" means any entity that controls, is controlled by, or is under common control with the Company.

"Company" refers to Infosys Limited.

"Control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

"Training" shall mean and include all the training that shall be imparted to you on joining the Company.

Joining


Your scheduled date of joining the employment of the Company will be 21-Nov-2022.

Location

Your location for employment is **MYSORE, India** .

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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


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PETLURIVARI PALEM
Narasaraopet (Rd), Guntur, Dy

Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company.

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you.

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company.

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities.

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period.

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh).

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period.

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

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Narasaraopet (Mdl), Guntur, C.

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period.

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

Probation and Confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

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

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

Increments and Promotions

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

Transfer

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

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Compensation and Benefits

Salary

Your total gross salary during the first six months from the date of joining will be INR 25,000 per month and Total Gross Salary post successful completion of six months will be INR 30,000 per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

Performance-linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

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National Pension Scheme

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

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of INR 62,00,000 of which INR 32,00,000 is covered towards natural death, and INR 30,00,000 towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of INR 250 and fixed monthly contribution of INR 250 .

The details of the Scheme would be available to you when you join the Company.


Passport & Driving License

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

Notice Period

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

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


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Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a Systems Engineer is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2021-22. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

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


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PETLURIVARI PALEM
Narasaraopet (Moi), Guntur(Dt.)

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20_____

Sign your name

Print your full Name Location

Signature Not Verified
Digitally signed by Richard Lobo
Date: 2022.09.02 13:11:29 IST
Reason: Digitally Signed
Location: Bangalore

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

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ANNEXURE - I
(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Navaneetha Kasireddy			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				


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Narasaraopet (Mdi), Guntur Dist.

ANNEXURE - II
(Compensation post successful completion of six months)

COMPENSATION DETAILS (All figures in INR per month)			
NAME	Ms. Navaneetha Kasireddy		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONENTS			
BASIC SALARY			15,000
BASKET OF ALLOWANCES			4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)			2,850
MONTHLY GROSS SALARY			22,328
2. ANNUAL COMPONENT			
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			150
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of Basic Salary			1,800
GRATUITY - 4.81% of Basic Salary*			722
FIXED GROSS SALARY (1+2+3)			25,000
4. INCENTIVE COMPONENTS			
	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)			26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)			27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)			30,000
OTHER BENEFITS			
Scheme	Eligible Amount in INR	Interest	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12 Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time			
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act			

Rajasekar



Infosys Campus Recruitment Program: Congratulations, you have a job offer



Inbox



Infosys Freshers Recr... Mar 22
to Infosys



Hello,

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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

In case of any queries, please contact your placement office or write to us at talentacquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition
Infosys



Reply

Reply all

Forward

(Handwritten signature)

Principal
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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Midi), Guntur (Dist)



Infosys Campus Recruitment Program: Congratulations, you have a job offer



Inbox



Infosys Freshers Recrui... 22 Mar
to Infosys



Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

Congratulations! You have cleared the Interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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

In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition
Infosys

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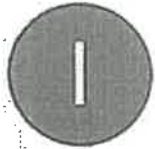
KAVITHA ATLURI 22 Mar
to sireesha.atluri03



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Narasaraopet (Md), Guntur Dt.

Infosys Campus Recruitment Program: Congratulations, you have a job offer

Inbox



Infosys Freshers Re... Mar 22
to Infosys ▾



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Congratulations! You have cleared the interview round to receive a final job offer for the Systems Engineer role. The compensation for this role is INR 3.6 lakhs per annum with one year of probation period from the date of allocation to the business unit.

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In case of any queries, please contact your placement office or write to us at Talent.Acquisition@infosys.com. Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition

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COGENT
BPO - SOFTWARE - CONSULTING

Date: 24th March 2022

Dear **Boya Thippeswamy**,

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 **10th June 2022** 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

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
1st Floor Raj Towers
Opposite Roopa Hotel
Balmatta Road, Milagris
Mangalore 575 003
Mobile: 7795388861 / 6282443203


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PETLURIVARI PALEM
Narasaraopet (Md), Guntur Dt.

Intent to Hire

COGENT
SPO - SOFTWARE - CONSULTING

Date: 24th March 2022

Dear Gudipati Venkata Suresh Babur,

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 **10th June 2022** 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

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


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Narasaraopet (Midi), Guntur, Or

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Date: 24th March 2022

Dear Kamunuri Ravi,

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 10th June 2022 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

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Date: 24th March 2022

Dear MD Govardhan,

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 10th June 2022 for the further process at our Office address below with the documents as discussed:

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Date: 24th March 2022

Dear Toyaka Umashankar,

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 10th June 2022 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

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Narasaraopet (Md), Guntur (Dt)

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Date: 24th March 2022

Dear Vislavatah Jayakrishna Naik,

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 10th June 2022 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

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


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PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur (Dt)

Intent to Hire

Date: 24th March 2022

Dear Nithya Loknath,

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 10th June 2022 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

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Narasaraopet (Mdl), Guntur, Dr

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Date: 24th March 2022

Dear G Aditya Reddy,

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 10th June 2022 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

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


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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur (Dt)

Intent to Hire

Date: 24th March 2022

Dear Gotluru Suresh Babu,

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 10th June 2022 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

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


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Mangalore 575 003
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Marasaraopet (Mdl), Guntur, D.

Intent to Hire

Date: 24th March 2022

Dear Motte Ravikumar,

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 10th June 2022 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

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dt.

Intent to Hire

Date: 24th March 2022

Dear Anand Babu,

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 10th June 2022 for the further process at our Office address below with the documents as discussed:

In case you have any querles please feel free to reach us on +91 7795388861 or you can also email us on 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
1st 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 (Mdi), Guntur, Dt

Intent to Hire



Date: 24th March 2022

Dear Seelam Chenchu Ramarao,

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 10th June 2022 for the further process at our Office address below with the documents as discussed:

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

Intent to Hire

Date: 24th March 2022

Dear **Batthula Prasad**,

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 **10th June 2022** for the further process at our Office address below with the documents as discussed:

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PETLURIVARI PALEM
Narasaraopet (Md), Guntur Dt.

Intent to Hire

Date: 24th March 2022

Dear Vidya Sagar Vangala,

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 10th June 2022 for the further process at our Office address below with the documents as discussed:

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur (Dt)

Intent to Hire

Date: 24th March 2022

Dear Dumavathu Abrahamnaik,

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 10th June 2022 for the further process at our Office address below with the documents as discussed:

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PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur (Dt)

Intent to Hire

Date: 24th March 2022

Dear G Mahesh ,

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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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dt

Intent to Hire

COGENT
BPO - SOFTWARE - CONSULTING

Date: 24th March 2022

Dear Palla Naga Sirisha,

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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PETLURIVARI PALEM
Narasaraopet (Md), Guntur Dt

Intent to Hire



Date: 24th March 2022

Dear Shaik Ramjanbi,

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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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Md), Guntur Dist.

Intent to Hire

Date: 24th March 2022

Dear Kuruba Kuruakaran,

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 10th June 2022 for the further process at our Office address below with the documents as discussed:

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Madasaraopet (Mdi), Guntur

Intent to Hire



Date: 24th March 2022

Dear Gadekal Sreenu 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 10th June 2022 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

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur, Dist .

Intent to Hire



Date: 24th March 2022

Dear N Shiva Naga Lakshmi,

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 10th June 2022 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

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Principal
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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur Dt

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L24140QL1801PLC04636B

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 12B, NCRDA 201 304, UP, India.

T +91 120 8135000 F +91 120 4683030

Registered Office: 406 Sakdheri, 34, Nehru Place, New Delhi-110019, India.

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OFFER & APPOINTMENT LETTER

Offer Release Date: August 23, 2022

Dear ANNAPUREDDY SUDHAKAR REDDY,
2-74, VEMULA (v), Mundlamuru (m), Prakasam (D)
ANDHRA PRADESH, MUNDLAMURU,
Andhra Pradesh, India, 523265

Dear ANNAPUREDDY SUDHAKAR REDDY,

Congratulations! With reference to the interviews conducted by HCL TECHNOLOGIES (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**.

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

You are requested to join us on **August 25, 2022** at **9:00 A.M** at the following address **Nagpur SEZ - Tower 2-U4-All Floors**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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

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

Your Total Compensation will be **275000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

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

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

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

HCL Confidential

HCL

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Maresaraopet (Mdl), Guntur, Dr

Corporate Identification Number: L74140DL1991PLC048389

B-30, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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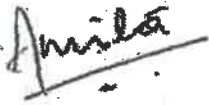
At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL TECHNOLOGIES:



Amrita Das
Senior Vice President
Head-Global Rewards


Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur(Dr
Signature of Employee:

ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL TECHNOLOGIES, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Nagpur

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement

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

Signature of Employee:

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You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Signature of Employee:

HCL

Principal

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

Corporate Identification Number: L741400L1991PLC046360

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

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5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3


- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (Immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are 0900 to 1830 IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower - 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore - 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor - Induction Room, Chack Gajaria Farms, Suitanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

Signature of Employee:


Principal
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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Md) Guntur Dt

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B-39, Sector 1, NOIDA 201 301, UP, India.

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesarapalli, Gannavaram, Krishna District 521102


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

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ↓ Basic Salary
- ↓ Monthly Allowances
- ↓ Variable Pay
- ↓ Retirals & Insurances Benefit

↓ **Disclaimer:**

↓ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- VARIABLE PAY

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under Employees' State Insurance Act, 1948.

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

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- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (Including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: 2-74, VEMULA (v), Mundlamuru (m), Prakasam (D)
ANDHRA PRADESH, MUNDLAMURU,
Andhra Pradesh, India, 523265
Email ID: avsreddy819@gmail.com
Telephone Number: 9542066023

NON-DISCLOSURE AGREEMENT

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "Company Parties"), to which I have been privy to by virtue of being an employee of the Company. I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment

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with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

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Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

ANNAPUREDDY SUDHAKAR REDDY

August 23, 2022



Principal

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PETLURIVARI PALEM
Narasaraopet (Mdt), Guntur Dt

HCL TECHNOLOGIES LTD.

Corporate Identity Number: U74100DL1997PL0045595

Technology Park, Special Economic Zone

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Offer Release Date: October 17, 2022

Dear Gurusu Nagendra Reddy,
2/55/3, Thippapalli (V&P), Obuladevaracheruvu (M)
Anantapur (D), Pin: 515561, Anantapur,
Andhra Pradesh, India, 515561.

Sub: Offer and Appointment letter - GRADUATE ENGINEER TRAINEE (GET)

Dear Gurusu Nagendra Reddy,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd.-IOMC ("HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as GRADUATE ENGINEER TRAINEE (GET) in band E1.1.

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on October 20, 2022. Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

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

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

Your Total Compensation will be INR 425000 per annum outlined in Annexure I.

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

You will be required to sign a service agreement of 12 months with a surety amount of INR 50,000. This amount shall be payable to the Company only on the event of your separation from the company before 12 months from the date of joining.

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

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

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

OFFER & APPOINTMENT LETTER

Offer Release Date: August 18, 2022

Dear CHEEMALA PREMASANKAR,
ANANTHAPUR
Andhra Pradesh, ANANTHAPUR,
Andhra Pradesh, India, 515425

Dear CHEEMALA PREMASANKAR,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd** (herein referred as "HCL" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **GRADUATE ENGINEER TRAINEE (GET)** in band **E1.1**

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

You are requested to join us on **August 22, 2022** at 9:00 A.M at the following address **HCL - ELCOT Chennai SEZ- SDB 4**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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

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

Your Total Compensation will be **425000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

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

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

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

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

HCL Confidential

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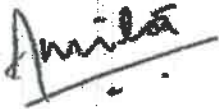
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Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times ~ we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd



Amrita Das
Senior Vice President
Head-Global Rewards



ANNEXURE II

Welcome aboard...

It is often said that an organization can grow only if it empowers its employees to grow! At HCL Technologies Ltd, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at Chennai

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLT Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.

The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

You shall continue to be under probation, unless specifically confirmed in writing.

4. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 90 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

8. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shift and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

9. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

10. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

11. Retirement


Principal

M. V. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Signature of Employee:
HCL

You will retire from service on attaining superannuation at the age of 58 years.

12. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

13. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

14. Data Protection:

- The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

15. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL

S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, if company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1

5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830 IST**.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7, Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur

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11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014, Extn : 04226657526
12	Vijayawada	State Street HCL Services Private Limited Medha IT Towers, Third Floor, Kesrapalli, Gannavaram, Krishna District 521102


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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Nidi), Guntur Dt.

ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ↓ Basic Salary
- ↓ Monthly Allowances
- ↓ Variable Pay
- ↓ Retirals & Insurances Benefit

↓ **Disclaimer:**
↓ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- VARIABLE PAY

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The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948) will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!


Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting or aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: ANANTHAPUR
Andhra Pradesh, ANANTHAPUR,
Andhra Pradesh, India, 515425
Email ID: romeomerp@gmail.com
Telephone Number: 9347756548**


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NON-DISCLOSURE AGREEMENT

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "Company Parties"), to which I have been privy to by virtue of being an employee of the Company. I understand that "Confidential Information" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment

with the Company (collectively referred to as "Prior Inventions"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "Inventions"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

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Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.
4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.
5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.
6. **Non-Competition:** During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so, I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

- i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
- ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
- iii. performed in the same geography / market where I provided services for the Company.

The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

6. General Provisions Regarding Covenants

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

7. Protection of Systems & Environment: I agree that during the term of my employment or association with the

Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

8. Remedies: By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

9. Representations: I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

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10. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

CHEEMALA PREMASANKAR

August 18, 2022

Principal
M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Md). Guntur (Dt)

Employment Offer Letter

20th Jun 2023

18-109
Mr. Kolikila Pavankumar Reddy
Mumbai
Maharashtra
India

Dear Pavankumar,

Thank You for exploring career with us. Yethi Consulting takes great pleasure in offering you the position of "Trainee Test Analyst".

This offer is based on your profile, relevant work experience and performance in the selection processes. Where we hope you will enjoy your role and make significant contribution to the success of our organization.

The main terms and conditions of your employment will be as follows -

- 1) **Remuneration** - You will receive a total compensation package of Rs 2,94,912/- (Rs Two Lakh Ninety-Four Thousand Nine Hundred Twelve Only) per annum. The breakup of the compensation and benefits applicable to you is as per annexure A of this offer letter. As mutually agreed, you will be on employment bond for Three (3) Years with Yethi.

The details of our offer are mentioned below:

Pay Components	Amount in INR.
Fixed Pay	2,94,912.00
Annual CTC	2,94,912.00

*Please find CTC break up in Annexure A of this letter.

- 2) **Probation** - You will be on probation for a period of six (6) months from the date of joining. Your employment will be confirmed upon successful completion of the probation period. The management may decide to extend the period of probation, confirm or terminate your employment, depending on the work performance.
- 3) **Working Hours** - Your official core minimum working hours are 09.30 am to 6.30 pm. The Company will be working Five (5) days a week; however, you will follow the Client working days, Holidays and Timing for whichever project you are deployed to. You will be expected to attend office - except while travelling on business - as assigned to you by your supervisors and as per applicable laws in force, for a minimum of 9 hours a day. However, based on business requirements you will have to spend additional time as and when necessary to accomplish certain task. Weekly offs will be governed as per applicable regulations & Company's policies.
- 4) **Separation of Services** - The notice period in case of separation from the Company, shall be three (3) months for both on probation and confirmed employees. In the event you fail to comply with the same you shall be liable for damages/pay liquidated damages of the notice period. Salary will be withheld for the last month of the notice period and will be settled along with Full and Final settlement. Leave cannot be taken / granted when an employee is serving the notice. On probation, your services shall be separable by giving Three months' notice or three months' pay in lieu thereof on either side at the sole discretion of Yethi Consulting Pvt Ltd.

YCS/Offer Letter

Yethi Consulting Pvt Ltd

Principal
Version 2.0
A.N REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Naratharajapat (MID), Guntur, Dt

- 5) **Leave** - You will be entitled to leave and other benefits as per the Company policy that may be in effect from time to time.
- 6) **Medical Benefits** - Basis the plan opted for, you and your family (Spouse + 2 Children) will be entitled to medical cover under an Insurance Scheme. Medical benefit details will be provided on the commencement of employment.
- 7) **Others** - This offer of employment is subject to the following-
 - a. The Company shall conduct background checks and references. These references feedbacks play a critical role during your employment process. If any declaration given or furnished by you to the Company proves to be false or if you are found to have wilfully suppressed any material information in such case, you will be liable to termination from service without any notice.
 - b. It is your responsibility to notify the company of any changes in your personal information (like address, contact phone number, additional qualifications, marital status, change of nomination, passport details etc.) within 3 working days to HRDOffice@yethi.in
 - c. It is your responsibility to make yourself accustomed to the processes and policies of the Company and acknowledge the same within 3 working days from the date of joining.
- 8) **Job Location** - Primarily, you are expected to join at our Mumbai Location office. However, you may be expected to take up travel (within or outside India) as per the business requirement.
- 9) **Uninformed Absenteeism and Employee Absconding**: That any employee who without informing Yethi indulges in uninformed absenteeism or absconds without adhering or following the policy of separation of Yethi will be amenable to legal action taken against them by Yethi which shall be construed as breach of agreement of appointment by such Employee. That you will be responsible to pay compensation and damages to Yethi for such acts being uninformed absenteeism/employee absconding. That in the event the Employee fails to serve notice period or separate from the company as per its policy or contravention of any appointment letter including notice period, in such a case Yethi shall have the right to claim damages and compensation from such Employee. That Yethi shall have absolute right to penalise such employee as per laws for time being in force. That such employees shall also be amendable to action under section 406 & 420 of the Indian Penal Code, 1860 as well as Data Theft as per applicable facts at that point in time showcasing such Theft.

That Yethi shall also have the right in case of such employees to:

- a. Yethi shall have right to take necessary disciplinary action against the employees.
- b. Right to hold the full and final settlement of the employee absconding.
- c. Right to hold the relieving letter of the employee.
- d. Yethi shall have the option to post a rating or a negative review on Employees in the concerned consortium.
- e. Yethi shall have the option to provide a negative reference for the absconding employee stating true and correct state of affairs.
- f. Yethi shall have the right to blacklist such employee.
- g. Yethi may not provide relieving letter and experience certificate when an employee leaves without intimation.
- h. Yethi can hold the full and final settlement of the employee until the response from the employee.

- i. Yethi shall take civil and criminal action against such employees if there is failure to return any company property including Laptop, Vehicles, sim cards, mobiles.

10) **Documents required at the time of joining** - As a part of our joining formalities, you are requested to submit the copy of following documents on your date of joining:

- Relieving letter and experience letters from all your previous employers
- Offer and appointment letter from all your previous employers.
- Last 3 months Salary slips.
- Last 3 months bank statement where you get your salary credits.
- Address Proof (Passport/Driving License)
- PAN card and Aadhar card is must.
- All educational certificates and marksheets from SSC to highest qualification
- 3 recent passport size photographs with blue background
- Bank Passbook front page/ cancelled cheque.

You are expected to join Yethi consulting on or before 21st Jun 2023, failing which this offer stands cancelled.

Wish you good luck and look forward to the enduring association with us.

Acceptance

Kindly confirm your acceptance of the offer with proposed **date of joining on 21st Jun 2023**. This offer is **valid till 20th Jun 2023** only and will lapse at the discretion of Yethi Consulting Pvt Ltd upon no response received from your end.

On the day of joining, you will be issued a Letter of Appointment with all relevant terms and conditions.

With Best regards,



Barath D
Head - Operations
Yethi Consulting Pvt Ltd.


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

Annexure A

Compensation Details	
Name	Kolikila Pavankumar Reddy
Job level	IC1
Designation	Trainee Test Analyst

Pay Plan	Monthly	Annual
Fixed Compensation		
Basic Salary	₹ 15,000	₹ 1,80,000
HRA	₹ 2,400	₹ 28,800
Children Education Allowance	₹ 0	₹ 0
Telephone & Internet Allowance	₹ 550	₹ 6,600
Food Allowance	₹ 950	₹ 11,400
Gift Voucher	₹ 0	₹ 5,000
Special Allowance	₹ 2,405	₹ 28,858
Sub Total (A)	₹ 21,305	₹ 2,60,658
Retiral		
PF - Contribution by Employer	₹ 1,800	₹ 21,600
Gratuity	₹ 721	₹ 8,654
Sub Total (B)	₹ 2,521	₹ 30,254
Others Benefits		
Medical Insurance	₹ 333	₹ 4,000
Sub Total (C)	₹ 333	₹ 4,000
Total CTC (A+B+C)	₹ 24,159	₹ 2,94,912
Deductions		
PF - Contribution of Employee		₹ 1,800
Tax on Profession		₹ 200
Components not part of take home:		
PF - Contribution by Employer		₹ 1,800
Gratuity		₹ 721
Medical Insurance		₹ 333
Take home salary Per Month before Income Tax		₹ 19,305

- Performance evaluation happens on yearly basis and your eligibility for performance evaluation process is after completion of 12 months tenure with the company.
- Other benefits mentioned above are as per Company policies, which are subject to change from time to time.
- Net take home salary will be subject to statutory deductions as per prevalent Indian Laws, Central and State Government guidelines and rules.
- The gratuity amount mentioned above is only an approximation. Your eligibility and the final pay out of Gratuity will be determined in accordance with the provisions of Payment of Gratuity Act, 1972.

Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURU PALEM
Version 2.0
Narasaraopet (Med), Guntur, Dr

TriGeo Technologies Pvt. Ltd.

202

944 Ayyappa Society,
Madhapur,
Hyderabad - 500 081
INDIA

Phone +91 40 42018152
+91 40 42018153
Fax +91 40 42018150
www.trigeo.net

Appointment Letter

Dear B Ramya

We refer to your application for employment and the subsequent interview you had with TriGeo Technologies Pvt Ltd ("the Company"). We are pleased to offer you the position of a **Jr. GIS Engineer** on the following terms:

You will devote the whole of your time and attention to the **business** of the Company and comply with the rules and regulations in force from time to time **and you will not**, without our written consent, be in any way engaged or concerned in any other business.

1. Place of Employment:

- Your place of work will be at Plot 799 to 801, Swamy Ayyappa Society, Madhapur, Hyderabad, INDIA.
- Employment period shall commence on 21-Feb-2023 and You will join as a confirmed employee.

2. Organizational Rules

- You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. "Refer to TriGeo Handbook".
- Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company.

3. Timings:

Shift	In Time	Out Time	Total Hours
Morning	06:00 AM	15:10 PM	9:10
Second	15:15 PM	12:25 AM	9:10

4. Compensation and Benefits:

- Compensation. As compensation for services to be rendered pursuant to this letter, the Annual CTC will be ₹2,04,240.00 are detailed in Annexure I.
- You will be provided with ESI or Comprehensive Medical Insurance.
- You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.

ISO-9001 : 2015 Certified Company by DET NORSKE VERITAS



A.M REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
PULURIVARI
Narasaraopeta
B. Ramya

TriGeo Technologies Pvt. Ltd.

944 Ayyappa Society,
Madhapur,
Hyderabad - 500 081
INDIA

Phone : +91 40 42018152
+91 40 42018163
Fax : +91 40 42018150
www.trigeo.net

Dear Gundlamadugu Bharathi

21-February-2023

Re: Appointment for the post of **Apprentice GIS Engineer**

With reference to your application, we are pleased to offer you the position of Apprentice GIS Engineer on a fixed term contract on the following terms and conditions:

1. Your Contract will commence from the date you report for duty, but not later than 21-Feb-2023. You are requested to report at 10:00 AM to catch up with the on-boarding formalities at Plot 944, Swamy Ayyappa Society, Madhapur, Hyderabad and working location would be at Plot 944, Swamy Ayyappa Society, Madhapur, Hyderabad or at Plot 799 to 801, Swamy Ayyappa Society, Madhapur, Hyderabad.
2. You are required to execute a Service Agreement for 12 months from your date of joining which may be extended by 12 more months if you are absorbed by the company. The liquidated damages for breach of agreement will be ₹50,000/- (Fifty Thousand Rupees) which would be prorated based on tenure. You would also be required to sign a Non-Disclosure Agreement.
3. After a period of twelve months from the date of your appointment, your services may be extended if considered necessary by the company on satisfactory completion of the service agreement, during which your ability, work and suitability will be assessed. However, your salary will be increased (as per norms) after completion of one year if the management is satisfied with your performance.

Salary Components		Monthly
A)	Basic	₹4,000.00
	HRA	₹7,442.00
B) Statutory Components		
	Company Contribution to ESI	₹430.00
	Company Contribution to Provident Fund	₹480.00
C) Annual Components		
	Bonus	₹1,775.00
C) Variable pay *		
	Max. Performance Based Variable pay *	₹2,700.00
	Total CTC per month	₹ 16,827.00

Total Cost to Company in words is Rupees Sixteen Thousand Eight Hundred Twenty Seven

* Performance Based Variable pay will be paid if you meet the quality and metrics defined for each project.



TriGeo Technologies Pvt. Ltd.

944 Ayyappa Society,
Madhapur,
Hyderabad - 500 081
INDIA

Phone : +91 40 42018152
+91 40 42018153
Fax : +91 40 42018150
www.trigeo.net

Appointment Letter

Dear P.Yogeswari

We refer to your application for employment and the subsequent interview you had with TriGeo Technologies Pvt Ltd ("the Company"), We are pleased to offer you the position of a **Jr. GIS Engineer** on the following terms:

You will devote the whole of your time and attention to the business of the Company and **comply** with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business.

1. Place of Employment:

1. Your place of work will be at Plot 799 to 801, Swamy Ayyappa Society, Madhapur, Hyderabad, INDIA.
2. Employment period shall commence on **24-Mar-2023** and You will join as a confirmed employee.

2. Organizational Rules

1. You will familiarize with and adhere to the **Organization's Rules and Regulations in force and as modified by the Organization from time to time. "Refer to TriGeo Handbook"**.
2. Based on the nature of your work and **business requirements, you may be required to work on rotational shifts.** If you are required to work on rotational shifts, you will be **duly intimated** of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working **hour policy of the Company.**

3. Timings:

Shift	In Time	Out Time	Total Hours
Morning	06:00 AM	15:10 PM	9:10
Second	15:15 PM	12:25 AM	9:10

4. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Annual CTC will be **₹2,10,432.00** are detailed in Annexure I.
2. You will be provided with ESI or Comprehensive Medical Insurance.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.

Principal

A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (M.D.) Guntur Dist.

ISO-9001 : 2015 Certified Company by DET NORSKE VERITAS



Aakriti Constructions & Developers (P) Ltd.

Adityaram Square, 8-2-293/82/A/646A,
Road No: 36, Jubilee Hills, Hyderabad - 500 033.

Ph: 040 - 23600019, 23606170.

CIN : U45400TG2008PTC060093

ACDPL/HR/IO/43/2023

28th April 2023

Mr. Gotluru Suresh Babu,
S/O Ravi Kumar,
H.No- 2150,
Gotur(V),
Kadapa,
Andhara Pradesh- 516293.
Mobile: +91 8008595045

Dear Mr. Gotluru Suresh Babu,

Sub: Offer Letter for the position of "Jr. Site Engineer"

With reference to the discussion you had with us from time to time, we are pleased to inform you that you have been selected for the position of "Jr. Site Engineer" in our organization. Your place of posting would be at our Office Sites - Hyderabad.

We look forward for you to join us on or before 28th April 2023 beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon by us in writing. A detailed letter of appointment will be issued to you after completion of probation period of 3 months.

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

1. Copies of all your relevant Educational qualification Certificates
2. Copies of professional and experience Certificates (If Applicable)
3. Copy of Appointment Letter, resignation acceptance letter, relieving letter and latest pay slip from your previous employer and Bank statements. (If Applicable)
4. 2 Passport Size photographs and Form 16 (TDS certificate)/ Copy of your PAN Card. (If Applicable)
5. Two copies of address proof and ID proof for account opening

You are hereby requested to submit two references from your current/ previous employment with whom you are closely associated other than your relatives for our necessary reference check as a part of our recruitment policy. Your appointment is subject to the satisfactory reference check and the documents submitted by you.

This offer is terminable either by the company or you with 30 days of notice.

You are requested to report to your duties at 9:30 AM on the day of your joining to complete your joining formalities at Aakriti Constructions and Developers Pvt. Ltd. As a token of your acceptance we request you to acknowledge the letter and send the same to us.

We warmly welcome you to our Aakriti family, and look forward for your long and mutually beneficial association with us.

For Aakriti Constructions and Developers Pvt. Ltd.,

Authorized Signatory



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

Date: 17-Jan-2023

To
Ms. Jhansi Nallabothula,
Hyderabad

Sub: Offer of Employment with Caliber Technologies Pvt Ltd

Dear Jhansi,

This is in reference to our recent discussions regarding employment opportunities in our organization. We are pleased to make you an offer as **Trainee SQA Engineer** at our organization.

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.

This offer of appointment is subject to your solemn agreement that, you would serve the company for not less than **24 months** from the date of joining. You will agree that, in case of breach of this condition, the **Gross salary** payable for the unfulfilled period of the committed service shall be recoverable, without prejudice to any other terms and conditions of the Employment Agreement signed at the time joining.

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



(Divya Sudarsanam)
Sr. HR Executive


Principal 1
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Midi), Guntur Dist

Annexure to Letter of Offer

We wish to state that your final employment with us is subject to submission and verification of the following documents/details:

- Proof of Educational Qualifications
- Address proof
- Identity proof (Aadhar card)
- Pan card
- Scanned copy of your photo

For further clarifications, if any, please get in touch with the undersigned.

For Caliber Technologies Private Limited



(Divya Sudarsanam)
Sr. HR Executive


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

Annexure-A

Gross Annual Salary

Name: Ms. Jhansi Nallabothuia
Designation: Trainee SQA Engineer

DURING FIRST SIX MONTHS OF TRAINING

Particulars	Per Month	CTC for 6 months
Basic Salary	12000	
House Rent Allowance	4800	
Fixed Bonus	1400	
Lunch Allowance	2000	
Special Allowance	1300	
Gross Monthly Salary	21500	1,29,000
Company Contribution to Provident Fund	1440	8,640
TOTAL COST TO COMPANY		1,37,640

Note: Statutory payroll deductions will be made as per the rules applicable.

Yours sincerely,

For Caliber Technologies Private Limited



(Divya Sudarsanam)
Sr. HR Executive


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

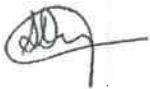
Annexure-B

Role: Trainee SQA Engineer

Key Responsibilities:

- Study and understand the functional specifications and screen specifications provided for a given project.
- Prepare Test scenarios for responsible modules
- Get it reviewed by the Sr. QA Engineer or Project Leader QA or Quality Manager
- Prepare test cases for the respective modules
- Get the same reviewed and approved.
- Constantly update the test scenarios and cases as and when new ones are identified.
- Carry out testing as per the scripts
- Provide actual test effort details to the test in-charge along with details such as the number of bugs fixed, resolved, deferred etc. for each cycle of testing.
- Prepare/update Operational Qualification documents
- Report to the test in-charge regarding any stopping/critical issues or issues that obstruct the continuation of testing.
- Report to test In-charge on the problems being faced, that will not permit the completion of task within the given time.
- Reporting bugs in a meaningful and understandable manner which allows the problem to be reproduced.
- Guide Trainee engineers in functionality of relevant modules and in preparation of Test scenarios, test cases and bug reporting.

For Caliber Technologies Private Limited



(Divya Sudarsanam)
Sr. HR Executive



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

Date: 19th April 2023

Employee Code: BKZ291

Dear Patil Akarisha,

Sub: Letter of Appointment

We are pleased to offer you an appointment in our organization as Customer Relationship Manager. You will be based in our CHENNAI office.

You will be on training for an initial period of Six months and on probation for a period of Three months following successful completion of training. Your transition from trainee to probationer will be based on your appraisal at the end of the period of training.

You are required to agree to the special terms and conditions as described in Annexure – A1.

You will be paid gross emoluments as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit. Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

For COMPANY,



Jiju C Nair



(Signature, name & date)

19/04/2023



ITC Limited
Agri Business Division
Grand Trunk Road, Post Box No.317
Guntur - 522 004 A.P., India
Telephone : +91 863 2354001
e-mail : abc@itc.in

27th September 2022

Mr. Sanikommu Chandra Sekhar Reddy,
S/O Atchi Reddy,
H No. 1-3, Salram Bazar,
Solaha Village, Edlapadu Mandal,
Palladu District, Andhra Pradesh - 522234.

Dear Chandra Sekhar,

We are pleased to offer you Traineeship on the following terms and conditions:

1. The Internship period will be for a period of starting from 3rd October 2022 and will end on 2nd October 2023.
2. You will receive a monthly stipend of Rs. 17,500/- (Rupees Seventeen Thousand Five Hundred only) during the above mentioned period. You will be liable to pay taxes as may be applicable
3. Your travel, stay and other miscellaneous expenses which you might incur as per the requirement of the internship (for outstation travel only) will be reimbursed after due approval of your project guide.
4. It is understood and agreed between us that this letter shall not be treated and/or construed as a letter of appointment with this Company, and the Company will not be under any obligation to offer you employment on completion of the above mentioned period.

If these terms and conditions are acceptable to you, kindly sign the duplicate copy of this letter and return the same to us at the above-mentioned address. The original is for your retention.

Wishing you all the very best.

Yours faithfully,
For ITC Limited - Agri Business Division

Sunil Kamath

Sunil Kamath
Manager - OD

(Signature)
Principal

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

LIVE CRISTLE
WEBSITE, DESIGN & MARKETING

WEB AND DIGITAL MARKETING

"YOUR SATISFACTION IS OUR SUCCESS"



Live Cristle

VAVILETI VAMSI | DIGITAL MARKETER

Anantapur, Andhra Pradesh

PH:- +91 63051 93774

Welcome to live cristle!

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

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

Warm regards,

Dear Vamsi,

Congratulations! We are delighted to make you an offer as Digital marketer.

Here are the terms and conditions of our offer:

Joining :

Your scheduled date of employment with us will be 01-10-2023.


Principal

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

Live Cristle, Hoodi Main Rd, Hoodi, Hoodi, Bengaluru, Karnataka 560048

LIVE CRISTLE

WEBSITE, DESIGN & MARKETING

WEB AND DIGITAL MARKETING

"YOUR SATISFACTION IS OUR SUCCESS"



Live Cristle

VAVILETI VAMSI | DIGITAL MARKETER

Anantapur, Andhra Pradesh

PH:- +91 63051 93774

PROBATION PERIOD :

LIVE CRISTLE uses 30 days of probation period. This period of time gives you the chance to evaluate your stability for the job and gives us the chance to analyze your skills.

you will be qualified to receive all regular and customary benefits provided to regular [Full-time/Part-time] employees at the conclusion of the probationary period if we have determined that you can fulfill all employment requirements.

You will be treated as a regular employee, subjected to the at-will employment policy outlined, just like all other workers of LIVE CRISTLE.

AGREEMENT :

Our offer to you as Digital Marketer is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards live Cristle from the date of your joining and up to a period of 2 days from the date of allocation to a Practice Unit.

You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company

Principal

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



VAVILETI VAMSI | DIGITAL MARKETER

Anantapur, Andhra Pradesh

PH:- +91 63051 93774

NOTICE PERIOD :

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one-month notice or salary thereof.

SALARY :

We will be offering you a gross salary of Rs.20,000/month plus incentives at every Six months base on your performance.

LEAVE :

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

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

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

Principal

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

LIVE CRISTLE

WEBSITE, DESIGN & MARKETING

WEB AND DIGITAL MARKETING

"YOUR SATISFACTION IS OUR SUCCESS"



VAVILETI VAMSI | DIGITAL MARKETER

Anantapur, Andhra Pradesh

PH:- +91 63051 93774

CODE OF CONDUCT :

- No direct interaction with clients in any Monetary or Non-Monetary terms.
- Can not Work as a part-time/full-time employee in other companies while working in LIVE CRISTLE.

OTHER TERMS AND CONDITIONS :

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of live Cristle.

The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a Digital Marketer is conditional upon you having fully completed your graduation/post-graduation. These eligibility criteria for the Role of a Digital Marketer, has already been clearly communicated to you during the selection process.

You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with LIVE CRISTLE.

P. V. Vamsi
Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mid), Guntur, Dt.

LIVE CRISTLE

WEBSITE, DESIGN & MARKETING

WEB AND DIGITAL MARKETING

"YOUR SATISFACTION IS OUR SUCCESS"



Live Cristle

VAVILETI VAMSI | DIGITAL MARKETER

Anantapur, Andhra

Pradesh PH:- +91 63051

93774

OTHER TERMS AND CONDITIONS :

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority.

The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be promoted. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings.

During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

Principal

A.M REBBY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
METURIVARI PALEM
KARNATAKA 560048

Live Cristle, Hoodi Main Rd, Hoodi, Hoodi, Bengaluru, Karnataka 560048

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93774

OTHER TERMS AND CONDITIONS :

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

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral.

It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

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

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


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93774

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

We welcome you to the LIVE CRISTLE's family and wish you a rewarding career over the years to come.

Yours sincerely,

JYOTHI SHARMA

Vice President - live Cristle pvt ltd

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

DATE :

FULL NAME :

SIGNATURE :

LOCATION :

live crsitle pvt ltd

Hoodi Main Rd, Hoodi, Hoodi,
Bengaluru - 560048

Live Cristle, Hoodi Main Rd, Hoodi, Hoodi, Bengaluru, Karnataka 560048

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

13th September

2021 Bangalore

Dear Kandula Vamsi Krishna,

Aditi Tech Consulting Pvt. Ltd. [Formerly known as Aditi Staffing India Private Limited] ("the Company") is pleased to offer you the internship of **Software Developer Internship**. You will initially report to **Manas Ranjan Maharana** and/or, any other person as decided by the Company from time to time. You will be based in **Bangalore** or any other place/city within India or outside India as decided by the Company from time to time. Additionally, at the Company's sole discretion you may be transferred to any of the Company's affiliates (including parent or subsidiaries) as well as seconded from the Company to any of its clients or customers, within India or outside India.

Your Internship shall commence with effect from **2nd February 2022** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **2nd February 2022** this contract shall stand terminated unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the Company, you will be expected to sign a Non-Disclosure Agreement ("NDA") in which you agree not to disclose or use confidential or proprietary information or trade secrets of any current or prior employer. In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

The terms and conditions of your Internship with the Company are as follows:

A. COMPENSATION

Your gross monthly stipend will be **Rs. 28,800 (Twenty-Eight Thousand and Eight Hundred Only)** from which applicable deductions including employer and employee contribution of PF would be deducted. On completion of your internship, a performance evaluation will be conducted post which a decision will be taken on conversion to full-time.

During your internship, you will not be eligible for any other benefits.

Sijimol John

Sijimol John

Sr. Director – People and Culture

[Signature]
Principal

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur, Dt

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

REGD. OFFICE : South Wing, 1st Floor, Block -2, Milestone Buildcon SEZ , Bhartiya Centre of Information Technology,
Chokkanahalli Village, Off Thanisandra Main Road, Bangalore - 560064, Karnataka, India.

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Leaves

All employees are eligible for leave. The categories are —

Types of Leave	Number of leaves
Sick Leave	1 day per month
Holidays	Eligible for all Holidays according to the Aditi Tech Consulting holiday calendar

OTHER ENTITLEMENTS

Your other entitlements, as may be determined by the Company Policy, for the time being in force are as follows:

Provident Fund Scheme

You shall be eligible to participate in the Provident Fund Scheme set up by the Company in accordance with the Government Laws. The Company's contribution to the Provident Fund is a part of the Allowances.

B. TERMINATION

With or Without Cause

During the internship, Aditi Tech Consulting can terminate the internship program without any notice and the intern can terminate the program with a month notice.

To meet the requirements of employment, the Employee is required to undergo necessary and specialized training which will be provided by Aditi. Considering the significant investment that training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the employee will not resign or abandon or cause to terminate his/her employment with the Company, before the impact of the skills learnt from the training is applied and maximized as well as the Company finds a suitable replacement and trains such a person. Accordingly, the employee agrees to continue employment with the Company for a minimum period of 18 months.

In the event that the employee's employment is terminated within 18 months following the Effective Date by employee other than for Good Reason, employee shall and hereby does agree to repay the Company in full for the Training cost.

Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this Internship agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this Internship agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of five (5) days.

Termination for poor performance

The Company may at its sole discretion terminate this Internship agreement, without notice, in the event that you continue to perform poorly in the discharge of your duties or in the conduct of the Company's business, despite being given reasonable opportunities to improve including but not limited to a formal performance improvement plan. Your refusal to adhere to a performance improvement plan or terms & conditions thereof, as and when required by the Company, shall amount to a breach of this Agreement.

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[Signature]
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PETLURIVARI PALEM
Mantasampeta (Rd), Guntur

Post termination obligations

Upon termination or resignation, whether for cause or without cause, you shall:

- a. not at any time thereafter, make any untrue, disparaging or misleading, oral or written statements, about the Company or its business, in or on any medium or platform including but not limited to any electronic medium, social networking site, internet blog, interviews, etc. Further, you will not represent or permit yourself to be held out as being in any way connected with, directly or indirectly, or being interested in the business of the Company, except as a former employee of the Company for the purpose of communicating with prospective employers or complying with any applicable statutory requirements; and
- b. not at any time thereafter use the name of the Company or any other name capable of confusion therewith (whether by using such names as part of a corporate name or otherwise).

Additionally, upon termination or resignation of your Internship, but before the last pay of monthly service compensation (final payment), a final payment and release of all claims settlement shall be drawn up and sent to you either in a physical format or electronic format by the Company or any authorized agent of the Company. The final payment is subject to any deduction by the Company of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to you), such as gratuity, that are so withheld or deducted by the Company, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

C. MISCELLANEO

US The Company

Policies

You hereby expressly accept to adhere to all the provisions of the Organizational Policies of the Company, rules, regulations and procedures relevant to your Internship with the Company and to human relations, including but not limited to the Aditi Tech Consulting Pvt. Ltd Prevention of Sexual Harassment Policy and other policies communicated from time to time, except to the extent they are inconsistent with the terms of this Internship agreement. These policies may be amended, at the discretion of the Company, from time to time, and will become applicable to your internship from the point of time when these policies are communicated or published or made available through either electronic or physical means, including but not limited to, by way of email, Company Intranet, Company Portal, or Company notices. You agree that that it is solely your duty to stay up to date with Company policies and that ignorance of Company policies will not be treated as a valid reason for failure to adhere to Company policies.

Working Hours

You will be required to work Nine hours a day, in any one of the shifts during the day or at night as assigned by the Company including 1-hour mealtime and two breaks of fifteen minutes each. The Company practices a forty-five hours' workweek which may at the discretion of the Company be increased to forty-eight hours per week. Work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. The Company shall be free to amend and stagger the working hours (including Saturdays) in accordance with business requirements.

Taxation

In terms of your Internship with the Company, any amount payable by the Company to you towards compensation, salary, allowances and/or any other payment such as joining bonus and compensation for notice period of the earlier organization shall be subject to deduction of withholding taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by you at your own cost.

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dist

Non-disparagement

You agree, both during your Internship and thereafter, to refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative, or likely to be harmful to the business or reputation of the Company, its shareholders, affiliates, parent, group companies, officers, directors or employees, publicly or otherwise (including but not limited to, on any social networking website, blog, magazine, interview or article) except as may be required by law. You also agree to refrain from suggesting to anyone that any written or oral statements be made which you know or reasonably should know to be disparaging or negative concerning the Company, or from urging or influencing any person to make any such statement.

Employee Non-Disclosure Agreement

You shall enter an employee NDA as enclosed and shall be bound by all the terms and conditions contained therein.

Notices

Any notices required or permitted hereunder will need to be given to the appropriate party at the postal address specified above or at such other postal or email address as the party may specify through written or email communication, from time to time. Additionally, any notices sent by any authorized agent of the Company will be deemed to have been sent by the Company.

All notices must be in writing and in the English language and mailed by registered post acknowledgement due or certified mail, or pre-paid courier, or delivered by hand or sent by e-mail. Any notice shall be deemed to have been delivered:

- (a) If personally delivered, upon delivery at the relevant address.
- (b) If sent by certified post, two (2) days after the date of posting or if sent by registered post acknowledgement due (RPAD), on the date of acknowledgement on the acknowledgement receipt.
- (c) If sent by pre-paid courier, on the date as contained in the proof of delivery; and
- (d) If sent by email, from the moment it has left the email server of the sender.

Governing Laws

This contract shall be governed and construed in accordance with the laws of India. Disputes arising under this contract shall be subject to the Bangalore jurisdiction where the employee is serving the Company. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

Survival

The terms and conditions of this contract shall survive termination of your Internship.

Background Verification

You agree that the Company's offer / your Internship with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before 2nd February 2022.

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dt.

This contract shall be concluded and effective only on your delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

SCHEDULE A

Aditi Tech Consulting Pvt. Ltd. EMPLOYEE NON-DISCLOSURE AGREEMENT

- 1. General.** As an employee of Aditi Tech Consulting Pvt. Ltd. ("Aditi Tech Consulting"), a company incorporated under the Companies Act, 1956, and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of Aditi Tech Consulting Pvt. Ltd. During my Internship, I will not engage in any activity or investment, that (a) conflicts with Aditi Tech Consulting's business interests, including without limitation, any business activities not contemplated by this Non-Disclosure Agreement (hereinafter also referred to as "this Agreement"), (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at Aditi Tech Consulting, or (c) interferes with the independent exercise of my judgment in Aditi Tech Consulting's best interests. As used herein, Aditi Tech Consulting's business means the Talent Database, development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the Staffing/Consulting/Recruiting marketplace.
- 2. Recognition of Absolute Ownership.** That I do hereby recognize and admit that Aditi Tech Consulting is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place used by me in the course of my Internship with Aditi Tech Consulting.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of Aditi Tech Consulting, which is received, accessed, and/ or used by me, during the course of my Internship with Aditi Tech Consulting, shall include without limitation, such information received from Aditi Tech Consulting Pvt. Ltd and/ or any entity in which Aditi Tech Consulting holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

- 3. Non-Disclosure.** At all times, during my Internship and thereafter, I will not disclose to anyone outside Aditi Tech Consulting nor use for any purpose other than my work for Aditi Tech Consulting (a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, (b) any information Aditi Tech Consulting has received from others which Aditi Tech Consulting is obligated to treat as confidential or proprietary or (c) any confidential or proprietary information which is circulated within Aditi Tech Consulting via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside Aditi Tech Consulting except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside Aditi Tech Consulting, it may be disclosed, I will consult with my manager/ director at Aditi Tech Consulting.

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
NarasaraoPET (Midi), Guntur (Dr)

4. **Assignment of Inventions.** I hereby assign exclusively to Aditi Tech Consulting all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am in the employ of Aditi Tech Consulting. I will make prompt and full disclosure to Aditi Tech Consulting of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of Aditi Tech Consulting. I hereby waive and quitclaim to Aditi Tech Consulting, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to Aditi Tech Consulting. My obligation to assign shall not apply to any Invention about which can prove that:
- (a) it was developed entirely on my own time; and
 - (b) no equipment, supplies, facility, services, or trade secret information of Aditi Tech Consulting was used in its development; and
 - (c) it does not relate (i) directly to the business of Aditi Tech Consulting or (ii) to the actual or demonstrably anticipated research or development of Aditi Tech Consulting; and
 - (d) it does not result from any work performed by me for Aditi Tech Consulting.

I will assign to Aditi Tech Consulting or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between Aditi Tech Consulting and the United States or any of its agencies.

RETAINING AND ASSIGNING INVENTIONS AND ORIGINAL WORKS.

1.1 Inventions and Original Works Retained by the employee. Attached hereto as Attachment 1 is a list completed by the employee describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by the employee prior to the Employment, which belong to the employee, which relate to the Company's business or products (or proposed business or products), and which are not assigned to the Company. If no such list is attached, the employee represents that there are no such inventions, etc.

1.2 Inventions and Original Works Assigned to the Company. The employee shall promptly make full written disclosure to the Company, shall hold in trust for the sole right and benefit of the Company, and shall assign to the Company all the employee's right, title, and interest in and to any and all inventions, original works of authorship, developments, improvements, or trade secrets which the employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the Employment.

1.3 The employee acknowledges that all original works of authorship which are made by the employee (solely or jointly with others) within the scope of the employee's employment and which are protectable by copyright are "works made for hire", as that term is defined in the United States Copyright Act (17 USCA, Section 101) or as per Copyright regulations applicable in India

1.4 Maintenance of Records. The employee agrees to keep and maintain adequate and current written records of all inventions and original works of authorship (assigned or assignable) made by the employee (solely or jointly with others) during the Employment. The records shall be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records shall always be available to and remain the sole property of the Company.

Obtaining Letters Patent and Copyright Registrations. The employee agrees that the employee's obligation to assist the Company to obtain United States, India or foreign letters patent and copyright registrations covering inventions and original works of authorship assigned hereunder to the Company shall continue beyond the termination of the Employment, but the Company shall compensate the employee at a reasonable rate for time actually spent by the employee at the Company's request on such assistance. If the Company is unable because of the employee's mental or physical incapacity, the employee's unwillingness, or for any other reason to secure the employee's signature to apply for or to pursue any application for any United States, India or foreign letters patent or copyright registrations covering inventions or original works of authorship assigned to the Company as above, then the employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the employee's agent and attorney in fact, to act for and in the employee's behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by the employee. The employee hereby waives and quitclaims to the Company any and all claims, of any nature whatsoever, which the employee now or may hereafter have for infringement of any patents or copyright resulting from any such application for letters patent or copyright registrations assigned hereunder to the Company.

5. **Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my Internship with Aditi Tech Consulting that I wish to have excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my Internship at Aditi Tech Consulting, I use in or incorporate into a Aditi Tech Consulting product, program, process, or machine, an Invention owned by me or in which I have an interest, Aditi Tech Consulting is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide and perpetual license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.
6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, Aditi Tech Consulting is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to Aditi Tech Consulting as stated above, I hereby irrevocably designate and appoint Aditi Tech Consulting and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of United States, Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at Aditi Tech Consulting's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my Internship.
7. **Third Party Information.** I recognize that Aditi Tech Consulting has received and will receive confidential or proprietary information from third parties subject to a duty on Aditi Tech Consulting's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my Internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for Aditi Tech Consulting and consistent with Aditi Tech Consulting's agreement with such third party. I will not use such information for the benefit of anyone other than Aditi Tech Consulting or such third party, or in any manner inconsistent with any agreement between Aditi Tech Consulting and such third party of which I am made aware.
8. **Prior Employer Information.** During my Internship at Aditi Tech Consulting, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Aditi Tech Consulting, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.
9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade

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Narasareopet (Mdl), Guntur(Dt)

secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, working progress, customers and suppliers, Talent or Contact Database as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

10. **Term of Internship.** I acknowledge that my Internship will be of indefinite duration and that either Aditi Tech Consulting or I will be free to terminate this Internship relationship at will and at any time with or without cause and in accordance with the Internship Agreement signed by me with Aditi Tech Consulting on 2nd February 2022. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said Internship Agreement signed by an officer of Aditi Tech Consulting.
11. **Return of Materials.** At the time I leave the employ of Aditi Tech Consulting, I will return to Aditi Tech Consulting all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to.
12. **Non-Competition.** For a period of one year after termination of my Internship, I will not accept Internship or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while employed at Aditi Tech Consulting.
13. **Non-Solicitation.** While employed at Aditi Tech Consulting and for a period of one year from the termination of my Internship, I will not induce or attempt to influence directly or indirectly, any employee of Aditi Tech Consulting to terminate his Internship/employment with Aditi Tech Consulting or to work for me or any other person or entity.
14. **Personal Property.** I agree that Aditi Tech Consulting will not be responsible for loss, disappearance, or damage to personal property on Aditi Tech Consulting premises, or if applicable, on residential premises subsidized by Aditi Tech Consulting (including apartments or temporary housing). I hereby release, discharge, and hold Aditi Tech Consulting harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.
15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to Aditi Tech Consulting, and Aditi Tech Consulting shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.
16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.
17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed to afford Aditi Tech Consulting the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party.

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

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Principal

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

The terms and conditions of this Agreement shall survive termination of my Internship.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed

my name on this _____ day of _____ 2022

_____ please sign and return a copy of this letter as confirmation of your acceptance of the above and convey to us the date that you are available to join. We look forward to a long and mutually beneficial relationship.

Signature: _____

Date: _____

The following documents/information is required by us on the date of joining.

- Signed Internship Appointment Letter (Each Page)
- Self-attested Educational Certificate (HIGHEST QUALIFICATION)
- MANDATORY: Passport + Aadhar + PAN + UAN
- OPTIONAL: Driving License (in case Passport/Aadhar/PAN is pending)
- Marital Status
- Date of Birth
- Current Address and home phone number.


Confidentiality and Intellectual Property Rights Agreement:

I understand that any information regarding the Company's business or other relevant information shall remain secret and safeguarded by me. In consideration of Internship, I understand that I am required to sign the Company's Confidentiality and Intellectual Property Rights Agreement before the commencement of my Internship.

I agree with the terms and conditions of this Internship.

Signature: _____

Date: _____


Principal

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

13th September

2021 Bangalore

Dear Meda Hemalatha,

Aditi Tech Consulting Pvt. Ltd. [Formerly known as Aditi Staffing India Private Limited] ("the Company") is pleased to offer you the internship of **Software Developer Internship**. You will initially report to **Manas Ranjan Maharana** and, or, any other person as decided by the Company from time to time. You will be based in **Bangalore** or any other place/city within India or outside India as decided by the Company from time to time. Additionally, at the Company's sole discretion you may be transferred to any of the Company's affiliates (including parent or subsidiaries) as well as seconded from the Company to any of its clients or customers, within India or outside India.

Your Internship shall commence with effect from **2nd February 2022** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **2nd February 2022** this contract shall stand terminated unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

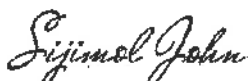
The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the Company, you will be expected to sign a Non-Disclosure Agreement ("NDA") in which you agree not to disclose or use confidential or proprietary information or trade secrets of any current or prior employer. In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

The terms and conditions of your Internship with the Company are as follows:

A. COMPENSATION

Your gross monthly stipend will be **Rs. 28,800 (Twenty-Eight Thousand and Eight Hundred Only)** from which applicable deductions including employer and employee contribution of PF would be deducted. On completion of your internship, a performance evaluation will be conducted post which a decision will be taken on conversion to full-time.

During your internship, you will not be eligible for any other benefits.



Sijimol John

Sr. Director – People and Culture



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

Leaves

All employees are eligible for leave. The categories are —

Types of Leave	Number of leaves
Sick Leave	1 day per month
Holidays	Eligible for all Holidays according to the Aditi Tech Consulting holiday calendar

OTHER ENTITLEMENTS

Your other entitlements, as may be determined by the Company Policy, for the time being in force are as follows:

Provident Fund Scheme

You shall be eligible to participate in the Provident Fund Scheme set up by the Company in accordance with the Government Laws. The Company's contribution to the Provident Fund is a part of the Allowances.

B. TERMINATION

With or Without Cause

During the internship, Aditi Tech Consulting can terminate the internship program without any notice and the intern can terminate the program with a month notice.

To meet the requirements of employment, the Employee is required to undergo necessary and specialized training which will be provided by Aditi. Considering the significant investment that training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the employee will not resign or abandon or cause to terminate his/her employment with the Company, before the impact of the skills learnt from the training is applied and maximized as well as the Company finds a suitable replacement and trains such a person. Accordingly, the employee agrees to continue employment with the Company for a minimum period of 18 months.

In the event that the employee's employment is terminated within 18 months following the Effective Date by employee other than for Good Reason, employee shall and hereby does agree to repay the Company in full for the Training cost.

Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this Internship agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this Internship agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of five (5) days.

Termination for poor performance

The Company may at its sole discretion terminate this Internship agreement, without notice, in the event that you continue to perform poorly in the discharge of your duties or in the conduct of the Company's business, despite being given reasonable opportunities to improve including but not limited to a formal performance improvement plan. Your refusal to adhere to a performance improvement plan or terms & conditions thereof, as and when required by the Company, shall amount to a breach of this Agreement.

Principal

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

Post termination obligations

Upon termination or resignation, whether for cause or without cause, you shall:

- a. not at any time thereafter, make any untrue, disparaging or misleading, oral or written statements, about the Company or its business, in or on any medium or platform including but not limited to any electronic medium, social networking site, internet blog, interviews, etc. Further, you will not represent or permit yourself to be held out as being in any way connected with, directly or indirectly, or being interested in the business of the Company, except as a former employee of the Company for the purpose of communicating with prospective employers or complying with any applicable statutory requirements; and
- b. not at any time thereafter use the name of the Company or any other name capable of confusion therewith (whether by using such names as part of a corporate name or otherwise).

Additionally, upon termination or resignation of your Internship, but before the last pay of monthly service compensation (final payment), a final payment and release of all claims settlement shall be drawn up and sent to you either in a physical format or electronic format by the Company or any authorized agent of the Company. The final payment is subject to any deduction by the Company of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to you), such as gratuity, that are so withheld or deducted by the Company, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

C. MISCELLANEO**US The Company****Policies**

You hereby expressly accept to adhere to all the provisions of the Organizational Policies of the Company, rules, regulations and procedures relevant to your Internship with the Company and to human relations, including but not limited to the Aditi Tech Consulting Pvt. Ltd Prevention of Sexual Harassment Policy and other policies communicated from time to time, except to the extent they are inconsistent with the terms of this Internship agreement. These policies may be amended, at the discretion of the Company, from time to time, and will become applicable to your internship from the point of time when these policies are communicated or published or made available through either electronic or physical means, including but not limited to, by way of email, Company Intranet, Company Portal, or Company notices. You agree that that it is solely your duty to stay up to date with Company policies and that ignorance of Company policies will not be treated as a valid reason for failure to adhere to Company policies.

Working Hours

You will be required to work Nine hours a day, in any one of the shifts during the day or at night as assigned by the Company including 1-hour mealtime and two breaks of fifteen minutes each. The Company practices a forty-five hours' workweek which may at the discretion of the Company be increased to forty-eight hours per week. Work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. The Company shall be free to amend and stagger the working hours (including Saturdays) in accordance with business requirements.

Taxation

In terms of your Internship with the Company, any amount payable by the Company to you towards compensation, salary, allowances and/or any other payment such as joining bonus and compensation for notice period of the earlier organization shall be subject to deduction of withholding taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by you at your own cost.

Principal

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ENGINEERING & TECHNOLOGY
BANGALORE

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Non-disparagement

You agree, both during your Internship and thereafter, to refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative, or likely to be harmful to the business or reputation of the Company, its shareholders, affiliates, parent, group companies, officers, directors or employees, publicly or otherwise (including but not limited to, on any social networking website, blog, magazine, interview or article) except as may be required by law. You also agree to refrain from suggesting to anyone that any written or oral statements be made which you know or reasonably should know to be disparaging or negative concerning the Company, or from urging or influencing any person to make any such statement.

Employee Non-Disclosure Agreement

You shall enter an employee NDA as enclosed and shall be bound by all the terms and conditions contained therein.

Notices

Any notices required or permitted hereunder will need to be given to the appropriate party at the postal address specified above or at such other postal or email address as the party may specify through written or email communication, from time to time. Additionally, any notices sent by any authorized agent of the Company will be deemed to have been sent by the Company.

All notices must be in writing and in the English language and mailed by registered post acknowledgement due or certified mail, or pre-paid courier, or delivered by hand or sent by e-mail. Any notice shall be deemed to have been delivered:

- (a) If personally delivered, upon delivery at the relevant address.
- (b) If sent by certified post, two (2) days after the date of posting or if sent by registered post acknowledgement due (RPAD), on the date of acknowledgement on the acknowledgement receipt.
- (c) If sent by pre-paid courier, on the date as contained in the proof of delivery; and
- (d) If sent by email, from the moment it has left the email server of the sender.

Governing Laws

This contract shall be governed and construed in accordance with the laws of India. Disputes arising under this contract shall be subject to the Bangalore jurisdiction where the employee is serving the Company. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

Survival

The terms and conditions of this contract shall survive termination of your Internship.

Background Verification

You agree that the Company's offer / your Internship with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before 2nd February 2022.

Principal
A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM
Narasaraopet (M.D.)

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This contract shall be concluded and effective only on your delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

SCHEDULE A

Aditi Tech Consulting Pvt. Ltd. EMPLOYEE NON-DISCLOSURE AGREEMENT

- General.** As an employee of Aditi Tech Consulting Pvt. Ltd. ("Aditi Tech Consulting"), a company incorporated under the Companies Act, 1956, and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of Aditi Tech Consulting Pvt. Ltd. During my Internship, I will not engage in any activity or investment, that (a) conflicts with Aditi Tech Consulting's business interests, including without limitation, any business activities not contemplated by this Non-Disclosure Agreement (hereinafter also referred to as "this Agreement"), (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at Aditi Tech Consulting, or (c) interferes with the independent exercise of my judgment in Aditi Tech Consulting's best interests. As used herein, Aditi Tech Consulting's business means the Talent Database, development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the Staffing/Consulting/Recruiting marketplace.
- Recognition of Absolute Ownership.** That I do hereby recognize and admit that Aditi Tech Consulting is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place used by me in the course of my Internship with Aditi Tech Consulting.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of Aditi Tech Consulting, which is received, accessed, and/ or used by me, during the course of my Internship with Aditi Tech Consulting, shall include without limitation, such information received from Aditi Tech Consulting Pvt. Ltd and/ or any entity in which Aditi Tech Consulting holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

- Non-Disclosure.** At all times, during my Internship and thereafter, I will not disclose to anyone outside Aditi Tech Consulting nor use for any purpose other than my work for Aditi Tech Consulting (a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, (b) any information Aditi Tech Consulting has received from others which Aditi Tech Consulting is obligated to treat as confidential or proprietary or (c) any confidential or proprietary information which is circulated within Aditi Tech Consulting via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside Aditi Tech Consulting except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside Aditi Tech Consulting, it may be disclosed, I will consult with my manager/ director at Aditi Tech Consulting.


Principal

A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM
Mangalore (Karnataka)

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4. **Assignment of Inventions.** I hereby assign exclusively to Aditi Tech Consulting all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am in the employ of Aditi Tech Consulting. I will make prompt and full disclosure to Aditi Tech Consulting of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of Aditi Tech Consulting. I hereby waive and quitclaim to Aditi Tech Consulting, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to Aditi Tech Consulting. My obligation to assign shall not apply to any Invention about which can prove that:
- (a) it was developed entirely on my own time; and
 - (b) no equipment, supplies, facility, services, or trade secret information of Aditi Tech Consulting was used in its development; and
 - (c) it does not relate (i) directly to the business of Aditi Tech Consulting or (ii) to the actual or demonstrably anticipated research or development of Aditi Tech Consulting; and
 - (d) it does not result from any work performed by me for Aditi Tech Consulting.

I will assign to Aditi Tech Consulting or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between Aditi Tech Consulting and the United States or any of its agencies.

RETAINING AND ASSIGNING INVENTIONS AND ORIGINAL WORKS.

1.1 Inventions and Original Works Retained by the employee. Attached hereto as Attachment 1 is a list completed by the employee describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by the employee prior to the Employment, which belong to the employee, which relate to the Company's business or products (or proposed business or products), and which are not assigned to the Company. If no such list is attached, the employee represents that there are no such inventions, etc.

1.2 Inventions and Original Works Assigned to the Company. The employee shall promptly make full written disclosure to the Company, shall hold in trust for the sole right and benefit of the Company, and shall assign to the Company all the employee's right, title, and interest in and to any and all inventions, original works of authorship, developments, improvements, or trade secrets which the employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the Employment.

1.3 The employee acknowledges that all original works of authorship which are made by the employee (solely or jointly with others) within the scope of the employee's employment and which are protectable by copyright are "works made for hire", as that term is defined in the United States Copyright Act (17 USCA, Section 101) or as per Copyright regulations applicable in India

1.4 Maintenance of Records. The employee agrees to keep and maintain adequate and current written records of all inventions and original works of authorship (assigned or assignable) made by the employee (solely or jointly with others) during the Employment. The records shall be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records shall always be available to and remain the sole property of the Company.

Principal

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PETLURIVARI PALEM
Narsaraopet (Midi), Guntur, C.A.

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Obtaining Letters Patent and Copyright Registrations. The employee agrees that the employee's obligation to assist the Company to obtain United States, India or foreign letters patent and copyright registrations covering inventions and original works of authorship assigned hereunder to the Company shall continue beyond the termination of the Employment, but the Company shall compensate the employee at a reasonable rate for time actually spent by the employee at the Company's request on such assistance. If the Company is unable because of the employee's mental or physical incapacity, the employee's unwillingness, or for any other reason to secure the employee's signature to apply for or to pursue any application for any United States, India or foreign letters patent or copyright registrations covering inventions or original works of authorship assigned to the Company as above, then the employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the employee's agent and attorney in fact, to act for and in the employee's behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by the employee. The employee hereby waives and quitclaims to the Company any and all claims, of any nature whatsoever, which the employee now or may hereafter have for infringement of any patents or copyright resulting from any such application for letters patent or copyright registrations assigned hereunder to the Company.

5. **Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my Internship with Aditi Tech Consulting that I wish to have excluded, from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my Internship at Aditi Tech Consulting, I use in or incorporate into a Aditi Tech Consulting product, program, process, or machine, an Invention owned by me or in which I have an interest, Aditi Tech Consulting is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide and perpetual license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.
6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, Aditi Tech Consulting is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to Aditi Tech Consulting as stated above, I hereby irrevocably designate and appoint Aditi Tech Consulting and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of United States, Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at Aditi Tech Consulting's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my Internship.
7. **Third Party Information.** I recognize that Aditi Tech Consulting has received and will receive confidential or proprietary information from third parties subject to a duty on Aditi Tech Consulting's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my Internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for Aditi Tech Consulting and consistent with Aditi Tech Consulting's agreement with such third party. I will not use such information for the benefit of anyone other than Aditi Tech Consulting or such third party, or in any manner inconsistent with any agreement between Aditi Tech Consulting and such third party of which I am made aware.
8. **Prior Employer Information.** During my Internship at Aditi Tech Consulting, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Aditi Tech Consulting, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity
9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade

secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, Talent or Contact Database as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

10. **Term of Internship.** I acknowledge that my Internship will be of indefinite duration and that either Aditi Tech Consulting or I will be free to terminate this Internship relationship at will and at any time with or without cause and in accordance with the Internship Agreement signed by me with Aditi Tech Consulting on **2nd February 2022**. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said Internship Agreement signed by an officer of Aditi Tech Consulting.
11. **Return of Materials.** At the time I leave the employ of Aditi Tech Consulting, I will return to Aditi Tech Consulting all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to.
12. **Non-Competition.** For a period of one year after termination of my Internship, I will not accept Internship or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while employed at Aditi Tech Consulting.
13. **Non-Solicitation.** While employed at Aditi Tech Consulting and for a period of one year from the termination of my Internship, I will not induce or attempt to influence directly or indirectly, any employee of Aditi Tech Consulting to terminate his Internship/employment with Aditi Tech Consulting or to work for me or any other person or entity.
14. **Personal Property.** I agree that Aditi Tech Consulting will not be responsible for loss, disappearance, or damage to personal property on Aditi Tech Consulting premises, or if applicable, on residential premises subsidized by Aditi Tech Consulting (including apartments or temporary housing). I hereby release, discharge, and hold Aditi Tech Consulting harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.
15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to Aditi Tech Consulting, and Aditi Tech Consulting shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.
16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.
17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed to afford Aditi Tech Consulting the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party.

Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]
REGD. OFFICE : South Wing, 1st Floor, Block -2, Milestone Buildcon SEZ , Bhartiya Centre of Information Technology,
Chokkanahalli Village, Off Thanisandra Main Road, Bangalore - 560064, Karnataka, India.
Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

The terms and conditions of this Agreement shall survive termination of my Internship.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed

my name on this _____ day of _____ 2022

_____ please sign and return a copy of this letter as confirmation of your acceptance of the above and convey to us the date that you are available to join. We look forward to a long and mutually beneficial relationship.

Signature: _____

Date: _____

The following documents/information is required by us on the date of joining.

- Signed Internship Appointment Letter (Each Page)
- Self-attested Educational Certificate (HIGHEST QUALIFICATION)
- MANDATORY: Passport + Aadhar + PAN + UAN
- OPTIONAL: Driving License (in case Passport/Aadhar/PAN is pending)
- Marital Status
- Date of Birth
- Current Address and home phone number.

Confidentiality and Intellectual Property Rights Agreement:

I understand that any information regarding the Company's business or other relevant information shall remain secret and safeguarded by me. In consideration of Internship, I understand that I am required to sign the Company's Confidentiality and Intellectual Property Rights Agreement before the commencement of my Internship.

I agree with the terms and conditions of this Internship.

Signature: _____

Date: _____

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

13th September

2021 Bangalore

Dear Madduri Priyanka,

Aditi Tech Consulting Pvt. Ltd. [Formerly known as Aditi Staffing India Private Limited] ("the Company") is pleased to offer you the internship of **Software Developer Internship**. You will initially report to **Manas Ranjan Maharana** and, or, any other person as decided by the Company from time to time. You will be based in **Bangalore** or any other place/city within India or outside India as decided by the Company from time to time. Additionally, at the Company's sole discretion you may be transferred to any of the Company's affiliates (including parent or subsidiaries) as well as seconded from the Company to any of its clients or customers, within India or outside India.

Your Internship shall commence with effect from **2nd February 2022** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **2nd February 2022** this contract shall stand terminated unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the Company, you will be expected to sign a Non-Disclosure Agreement ("NDA") in which you agree not to disclose or use confidential or proprietary information or trade secrets of any current or prior employer. In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

The terms and conditions of your Internship with the Company are as follows:

A. COMPENSATION

Your gross monthly stipend will be **Rs. 28,800 (Twenty-Eight Thousand and Eight Hundred Only)** from which applicable deductions including employer and employee contribution of PF would be deducted. On completion of your internship, a performance evaluation will be conducted post which a decision will be taken on conversion to full-time.

During your internship, you will not be eligible for any other benefits.

Sijimol John

Sijimol John
Sr. Director – People and Culture

Principal

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

Leaves

All employees are eligible for leave. The categories are —

Types of Leave	Number of leaves
Sick Leave	1 day per month
Holidays	Eligible for all Holidays according to the Aditi Tech Consulting holiday calendar

OTHER ENTITLEMENTS

Your other entitlements, as may be determined by the Company Policy, for the time being in force are as follows:

Provident Fund Scheme

You shall be eligible to participate in the Provident Fund Scheme set up by the Company in accordance with the Government Laws. The Company's contribution to the Provident Fund is a part of the Allowances.

B. TERMINATION

With or Without Cause

During the internship, Aditi Tech Consulting can terminate the internship program without any notice and the intern can terminate the program with a month notice.

To meet the requirements of employment, the Employee is required to undergo necessary and specialized training which will be provided by Aditi. Considering the significant investment that training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the employee will not resign or abandon or cause to terminate his/her employment with the Company, before the impact of the skills learnt from the training is applied and maximized as well as the Company finds a suitable replacement and trains such a person. Accordingly, the employee agrees to continue employment with the Company for a minimum period of 18 months.

In the event that the employee's employment is terminated within 18 months following the Effective Date by employee other than for Good Reason, employee shall and hereby does agree to repay the Company in full for the Training cost.

Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this Internship agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this Internship agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of five (5) days.

Termination for poor performance

The Company may at its sole discretion terminate this Internship agreement, without notice, in the event that you continue to perform poorly in the discharge of your duties or in the conduct of the Company's business, despite being given reasonable opportunities to improve including but not limited to a formal performance improvement plan. Your refusal to adhere to a performance improvement plan or terms & conditions thereof, as and when required by the Company, shall amount to a breach of this Agreement.

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

Post termination obligations

Upon termination or resignation, whether for cause or without cause, you shall:

- a. not at any time thereafter, make any untrue, disparaging or misleading, oral or written statements, about the Company or its business, in or on any medium or platform including but not limited to any electronic medium, social networking site, internet blog, interviews, etc. Further, you will not represent or permit yourself to be held out as being in any way connected with, directly or indirectly, or being interested in the business of the Company, except as a former employee of the Company for the purpose of communicating with prospective employers or complying with any applicable statutory requirements; and
- b. not at any time thereafter use the name of the Company or any other name capable of confusion therewith (whether by using such names as part of a corporate name or otherwise).

Additionally, upon termination or resignation of your Internship, but before the last pay of monthly service compensation (final payment), a final payment and release of all claims settlement shall be drawn up and sent to you either in a physical format or electronic format by the Company or any authorized agent of the Company. The final payment is subject to any deduction by the Company of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to you), such as gratuity, that are so withheld or deducted by the Company, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

C. MISCELLANEO**US The Company****Policies**

You hereby expressly accept to adhere to all the provisions of the Organizational Policies of the Company, rules, regulations and procedures relevant to your Internship with the Company and to human relations, including but not limited to the Aditi Tech Consulting Pvt. Ltd Prevention of Sexual Harassment Policy and other policies communicated from time to time, except to the extent they are inconsistent with the terms of this Internship agreement. These policies may be amended, at the discretion of the Company, from time to time, and will become applicable to your internship from the point of time when these policies are communicated or published or made available through either electronic or physical means, including but not limited to, by way of email, Company Intranet, Company Portal, or Company notices. You agree that that it is solely your duty to stay up to date with Company policies and that ignorance of Company policies will not be treated as a valid reason for failure to adhere to Company policies.

Working Hours

You will be required to work Nine hours a day, in any one of the shifts during the day or at night as assigned by the Company including 1-hour mealtime and two breaks of fifteen minutes each. The Company practices a forty-five hours' workweek which may at the discretion of the Company be increased to forty-eight hours per week. Work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. The Company shall be free to amend and stagger the working hours (including Saturdays) in accordance with business requirements.

Taxation

In terms of your Internship with the Company, any amount payable by the Company to you towards compensation, salary, allowances and/or any other payment such as joining bonus and compensation for notice period of the earlier organization shall be subject to deduction of withholding taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by you at your own cost.

Non-disparagement

You agree, both during your Internship and thereafter, to refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative, or likely to be harmful to the business or reputation of the Company, its shareholders, affiliates, parent, group companies, officers, directors or employees, publicly or otherwise (including but not limited to, on any social networking website, blog, magazine, interview or article) except as may be required by law. You also agree to refrain from suggesting to anyone that any written or oral statements be made which you know or reasonably should know to be disparaging or negative concerning the Company, or from urging or influencing any person to make any such statement.

Employee Non-Disclosure Agreement

You shall enter an employee NDA as enclosed and shall be bound by all the terms and conditions contained therein.

Notices

Any notices required or permitted hereunder will need to be given to the appropriate party at the postal address specified above or at such other postal or email address as the party may specify through written or email communication, from time to time. Additionally, any notices sent by any authorized agent of the Company will be deemed to have been sent by the Company.

All notices must be in writing and in the English language and mailed by registered post acknowledgement due or certified mail, or pre-paid courier, or delivered by hand or sent by e-mail. Any notice shall be deemed to have been delivered:

- (a) If personally delivered, upon delivery at the relevant address.
- (b) If sent by certified post, two (2) days after the date of posting or if sent by registered post acknowledgement due (RPAD), on the date of acknowledgement on the acknowledgement receipt.
- (c) If sent by pre-paid courier, on the date as contained in the proof of delivery; and
- (d) If sent by email, from the moment it has left the email server of the sender.

Governing Laws

This contract shall be governed and construed in accordance with the laws of India. Disputes arising under this contract shall be subject to the Bangalore jurisdiction where the employee is serving the Company. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

Survival

The terms and conditions of this contract shall survive termination of your Internship.

Background Verification

You agree that the Company's offer / your Internship with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before 2nd February 2022.

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

This contract shall be concluded and effective only on your delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

SCHEDULE A

Aditi Tech Consulting Pvt. Ltd. EMPLOYEE NON-DISCLOSURE AGREEMENT

- General.** As an employee of Aditi Tech Consulting Pvt. Ltd. ("Aditi Tech Consulting"), a company incorporated under the Companies Act, 1956, and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of Aditi Tech Consulting Pvt. Ltd. During my Internship, I will not engage in any activity or investment, that (a) conflicts with Aditi Tech Consulting's business interests, including without limitation, any business activities not contemplated by this Non-Disclosure Agreement (hereinafter also referred to as "this Agreement"), (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at Aditi Tech Consulting, or (c) interferes with the independent exercise of my judgment in Aditi Tech Consulting's best interests. As used herein, Aditi Tech Consulting's business means the Talent Database, development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the Staffing/Consulting/Recruiting marketplace.
- Recognition of Absolute Ownership.** That I do hereby recognize and admit that Aditi Tech Consulting is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place used by me in the course of my Internship with Aditi Tech Consulting.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of Aditi Tech Consulting, which is received, accessed, and/ or used by me, during the course of my Internship with Aditi Tech Consulting, shall include without limitation, such information received from Aditi Tech Consulting Pvt. Ltd and/ or any entity in which Aditi Tech Consulting holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

- Non-Disclosure.** At all times, during my Internship and thereafter, I will not disclose to anyone outside Aditi Tech Consulting nor use for any purpose other than my work for Aditi Tech Consulting (a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, (b) any information Aditi Tech Consulting has received from others which Aditi Tech Consulting is obligated to treat as confidential or proprietary or (c) any confidential or proprietary information which is circulated within Aditi Tech Consulting via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside Aditi Tech Consulting except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside Aditi Tech Consulting, it may be disclosed, I will consult with my manager/ director at Aditi Tech Consulting.

Principal

A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

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Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

4. **Assignment of Inventions.** I hereby assign exclusively to Aditi Tech Consulting all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am in the employ of Aditi Tech Consulting. I will make prompt and full disclosure to Aditi Tech Consulting of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of Aditi Tech Consulting. I hereby waive and quitclaim to Aditi Tech Consulting, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to Aditi Tech Consulting. My obligation to assign shall not apply to any Invention about which can prove that:
- (a) it was developed entirely on my own time; and
 - (b) no equipment, supplies, facility, services, or trade secret information of Aditi Tech Consulting was used in its development; and
 - (c) it does not relate (i) directly to the business of Aditi Tech Consulting or (ii) to the actual or demonstrably anticipated research or development of Aditi Tech Consulting; and
 - (d) it does not result from any work performed by me for Aditi Tech Consulting.

I will assign to Aditi Tech Consulting or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between Aditi Tech Consulting and the United States or any of its agencies.

RETAINING AND ASSIGNING INVENTIONS AND ORIGINAL WORKS.

1.1 Inventions and Original Works Retained by the employee. Attached hereto as Attachment 1 is a list completed by the employee describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by the employee prior to the Employment, which belong to the employee, which relate to the Company's business or products (or proposed business or products), and which are not assigned to the Company. If no such list is attached, the employee represents that there are no such inventions, etc.

1.2 Inventions and Original Works Assigned to the Company. The employee shall promptly make full written disclosure to the Company, shall hold in trust for the sole right and benefit of the Company, and shall assign to the Company all the employee's right, title, and interest in and to any and all inventions, original works of authorship, developments, improvements, or trade secrets which the employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the Employment.

1.3 The employee acknowledges that all original works of authorship which are made by the employee (solely or jointly with others) within the scope of the employee's employment and which are protectable by copyright are "works made for hire", as that term is defined in the United States Copyright Act (17 USCA, Section 101) or as per Copyright regulations applicable in India

1.4 Maintenance of Records. The employee agrees to keep and maintain adequate and current written records of all inventions and original works of authorship (assigned or assignable) made by the employee (solely or jointly with others) during the Employment. The records shall be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records shall always be available to and remain the sole property of the Company.

Principal
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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM

Obtaining Letters Patent and Copyright Registrations. The employee agrees that the employee's obligation to assist the Company to obtain United States, India or foreign letters patent and copyright registrations covering inventions and original works of authorship assigned hereunder to the Company shall continue beyond the termination of the Employment, but the Company shall compensate the employee at a reasonable rate for time actually spent by the employee at the Company's request on such assistance. If the Company is unable because of the employee's mental or physical incapacity, the employee's unwillingness, or for any other reason to secure the employee's signature to apply for or to pursue any application for any United States, India or foreign letters patent or copyright registrations covering inventions or original works of authorship assigned to the Company as above, then the employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the employee's agent and attorney in fact, to act for and in the employee's behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by the employee. The employee hereby waives and quitclaims to the Company any and all claims, of any nature whatsoever, which the employee now or may hereafter have for infringement of any patents or copyright resulting from any such application for letters patent or copyright registrations assigned hereunder to the Company.

5. **Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my Internship with Aditi Tech Consulting that I wish to have excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my Internship at Aditi Tech Consulting, I use in or incorporate into a Aditi Tech Consulting product, program, process, or machine, an Invention owned by me or in which I have an interest, Aditi Tech Consulting is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide and perpetual license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.
6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, Aditi Tech Consulting is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to Aditi Tech Consulting as stated above, I hereby irrevocably designate and appoint Aditi Tech Consulting and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of United States, Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at Aditi Tech Consulting's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my Internship.
7. **Third Party Information.** I recognize that Aditi Tech Consulting has received and will receive confidential or proprietary information from third parties subject to a duty on Aditi Tech Consulting's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my Internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for Aditi Tech Consulting and consistent with Aditi Tech Consulting's agreement with such third party. I will not use such information for the benefit of anyone other than Aditi Tech Consulting or such third party, or in any manner inconsistent with any agreement between Aditi Tech Consulting and such third party of which I am made aware.
8. **Prior Employer Information.** During my Internship at Aditi Tech Consulting, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Aditi Tech Consulting, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity
9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur(Dr

secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, Talent or Contact Database as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

10. **Term of Internship.** I acknowledge that my Internship will be of indefinite duration and that either Aditi Tech Consulting or I will be free to terminate this Internship relationship at will and at any time with or without cause and in accordance with the Internship Agreement signed by me with Aditi Tech Consulting on 2nd February 2022. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said Internship Agreement signed by an officer of Aditi Tech Consulting.
11. **Return of Materials.** At the time I leave the employ of Aditi Tech Consulting, I will return to Aditi Tech Consulting all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to.
12. **Non-Competition.** For a period of one year after termination of my Internship, I will not accept Internship or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while employed at Aditi Tech Consulting.
13. **Non-Solicitation.** While employed at Aditi Tech Consulting and for a period of one year from the termination of my Internship, I will not induce or attempt to influence directly or indirectly, any employee of Aditi Tech Consulting to terminate his Internship/employment with Aditi Tech Consulting or to work for me or any other person or entity.
14. **Personal Property.** I agree that Aditi Tech Consulting will not be responsible for loss, disappearance, or damage to personal property on Aditi Tech Consulting premises, or if applicable, on residential premises subsidized by Aditi Tech Consulting (including apartments or temporary housing). I hereby release, discharge, and hold Aditi Tech Consulting harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.
15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to Aditi Tech Consulting, and Aditi Tech Consulting shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.
16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.
17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed to afford Aditi Tech Consulting the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party.

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CHANNarayana PALEM

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The terms and conditions of this Agreement shall survive termination of my Internship.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed

my name on this _____ day of _____ 2022

_____ please sign and return a copy of this letter as confirmation of your acceptance of the above and convey to us the date that you are available to join. We look forward to a long and mutually beneficial relationship.

Signature: _____

Date: _____

The following documents/information is required by us on the date of joining.

- Signed Internship Appointment Letter (Each Page)
- Self-attested Educational Certificate (HIGHEST QUALIFICATION)
- MANDATORY: Passport + Aadhar + PAN + UAN
- OPTIONAL: Driving License (in case Passport/Aadhar/PAN is pending)
- Marital Status
- Date of Birth
- Current Address and home phone number.

Confidentiality and Intellectual Property Rights Agreement:

I understand that any information regarding the Company's business or other relevant information shall remain secret and safeguarded by me. In consideration of Internship, I understand that I am required to sign the Company's Confidentiality and Intellectual Property Rights Agreement before the commencement of my Internship.

I agree with the terms and conditions of this Internship.

Signature: _____

Date: _____

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

13th September

2021 Bangalore

Dear Papasani Usharani,

Aditi Tech Consulting Pvt. Ltd. [Formerly known as Aditi Staffing India Private Limited] ("the Company") is pleased to offer you the internship of **Software Developer Internship**. You will initially report to **Manas Ranjan Maharana** and, or, any other person as decided by the Company from time to time. You will be based in **Bangalore** or any other place/city within India or outside India as decided by the Company from time to time. Additionally, at the Company's sole discretion you may be transferred to any of the Company's affiliates (including parent or subsidiaries) as well as seconded from the Company to any of its clients or customers, within India or outside India.

Your Internship shall commence with effect from **2nd February 2022** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **2nd February 2022** this contract shall stand terminated unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the Company, you will be expected to sign a Non-Disclosure Agreement ("NDA") in which you agree not to disclose or use confidential or proprietary information or trade secrets of any current or prior employer. In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

The terms and conditions of your Internship with the Company are as follows:

A. COMPENSATION

Your gross monthly stipend will be **Rs. 28,800 (Twenty-Eight Thousand and Eight Hundred Only)** from which applicable deductions including employer and employee contribution of PF would be deducted. On completion of your internship, a performance evaluation will be conducted post which a decision will be taken on conversion to full-time.

During your internship, you will not be eligible for any other benefits.

Sijimol John
Sijimol John

Sr. Director – People and Culture

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

Leaves

All employees are eligible for leave. The categories are —

Types of Leave	Number of leaves
Sick Leave	1 day per month
Holidays	Eligible for all Holidays according to the Aditi Tech Consulting holiday calendar

OTHER ENTITLEMENTS

Your other entitlements, as may be determined by the Company Policy, for the time being in force are as follows:

Provident Fund Scheme

You shall be eligible to participate in the Provident Fund Scheme set up by the Company in accordance with the Government Laws. The Company's contribution to the Provident Fund is a part of the Allowances.

B. TERMINATION

With or Without Cause

During the internship, Aditi Tech Consulting can terminate the internship program without any notice and the intern can terminate the program with a month notice.

To meet the requirements of employment, the Employee is required to undergo necessary and specialized training which will be provided by Aditi. Considering the significant investment that training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the employee will not resign or abandon or cause to terminate his/her employment with the Company, before the impact of the skills learnt from the training is applied and maximized as well as the Company finds a suitable replacement and trains such a person. Accordingly, the employee agrees to continue employment with the Company for a minimum period of 18 months.

In the event that the employee's employment is terminated within 18 months following the Effective Date by employee other than for Good Reason, employee shall and hereby does agree to repay the Company in full for the Training cost.

Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this Internship agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this Internship agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of five (5) days.

Termination for poor performance

The Company may at its sole discretion terminate this Internship agreement, without notice, in the event that you continue to perform poorly in the discharge of your duties or in the conduct of the Company's business, despite being given reasonable opportunities to improve including but not limited to a formal performance improvement plan. Your refusal to adhere to a performance improvement plan or terms & conditions thereof, as and when required by the Company, shall amount to a breach of this Agreement.

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PETLURIVARI PALEM
Narasaraopet (M.D), Guntur Dt.

Post termination obligations

Upon termination or resignation, whether for cause or without cause, you shall:

- a. not at any time thereafter, make any untrue, disparaging or misleading, oral or written statements, about the Company or its business, in or on any medium or platform including but not limited to any electronic medium, social networking site, internet blog, interviews, etc. Further, you will not represent or permit yourself to be held out as being in any way connected with, directly or indirectly, or being interested in the business of the Company, except as a former employee of the Company for the purpose of communicating with prospective employers or complying with any applicable statutory requirements; and
- b. not at any time thereafter use the name of the Company or any other name capable of confusion therewith (whether by using such names as part of a corporate name or otherwise).

Additionally, upon termination or resignation of your Internship, but before the last pay of monthly service compensation (final payment), a final payment and release of all claims settlement shall be drawn up and sent to you either in a physical format or electronic format by the Company or any authorized agent of the Company. The final payment is subject to any deduction by the Company of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to you), such as gratuity, that are so withheld or deducted by the Company, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

C. MISCELLANEO**US The Company****Policies**

You hereby expressly accept to adhere to all the provisions of the Organizational Policies of the Company, rules, regulations and procedures relevant to your Internship with the Company and to human relations, including but not limited to the Aditi Tech Consulting Pvt. Ltd Prevention of Sexual Harassment Policy and other policies communicated from time to time, except to the extent they are inconsistent with the terms of this Internship agreement. These policies may be amended, at the discretion of the Company, from time to time, and will become applicable to your internship from the point of time when these policies are communicated or published or made available through either electronic or physical means, including but not limited to, by way of email, Company Intranet, Company Portal, or Company notices. You agree that that it is solely your duty to stay up to date with Company policies and that ignorance of Company policies will not be treated as a valid reason for failure to adhere to Company policies.

Working Hours

You will be required to work Nine hours a day, in any one of the shifts during the day or at night as assigned by the Company including 1-hour mealtime and two breaks of fifteen minutes each. The Company practices a forty-five hours' workweek which may at the discretion of the Company be increased to forty-eight hours per week. Work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. The Company shall be free to amend and stagger the working hours (including Saturdays) in accordance with business requirements.

Taxation

In terms of your Internship with the Company, any amount payable by the Company to you towards compensation, salary, allowances and/or any other payment such as joining bonus and compensation for notice period of the earlier organization shall be subject to deduction of withholding taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by you at your own cost.

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Chokkanahalli Village, Off Thanisandra Main Road, Bangalore - 560064, Karnataka, India.

Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

Non-disparagement

You agree, both during your Internship and thereafter, to refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative, or likely to be harmful to the business or reputation of the Company, its shareholders, affiliates, parent, group companies, officers, directors or employees, publicly or otherwise (including but not limited to, on any social networking website, blog, magazine, interview or article) except as may be required by law. You also agree to refrain from suggesting to anyone that any written or oral statements be made which you know or reasonably should know to be disparaging or negative concerning the Company, or from urging or influencing any person to make any such statement.

Employee Non-Disclosure Agreement

You shall enter an employee NDA as enclosed and shall be bound by all the terms and conditions contained therein.

Notices

Any notices required or permitted hereunder will need to be given to the appropriate party at the postal address specified above or at such other postal or email address as the party may specify through written or email communication, from time to time. Additionally, any notices sent by any authorized agent of the Company will be deemed to have been sent by the Company.

All notices must be in writing and in the English language and mailed by registered post acknowledgement due or certified mail, or pre-paid courier, or delivered by hand or sent by e-mail. Any notice shall be deemed to have been delivered:

- (a) If personally delivered, upon delivery at the relevant address.
- (b) If sent by certified post, two (2) days after the date of posting or if sent by registered post acknowledgement due (RPAD), on the date of acknowledgement on the acknowledgement receipt.
- (c) If sent by pre-paid courier, on the date as contained in the proof of delivery; and
- (d) If sent by email, from the moment it has left the email server of the sender.

Governing Laws

This contract shall be governed and construed in accordance with the laws of India. Disputes arising under this contract shall be subject to the Bangalore jurisdiction where the employee is serving the Company. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

Survival

The terms and conditions of this contract shall survive termination of your Internship.

Background Verification

You agree that the Company's offer / your Internship with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before 2nd February 2022.

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This contract shall be concluded and effective only on your delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

SCHEDULE A

Aditi Tech Consulting Pvt. Ltd. EMPLOYEE NON-DISCLOSURE AGREEMENT

- 1. General.** As an employee of Aditi Tech Consulting Pvt. Ltd. ("Aditi Tech Consulting"), a company incorporated under the Companies Act, 1956, and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of Aditi Tech Consulting Pvt. Ltd. During my Internship, I will not engage in any activity or investment, that (a) conflicts with Aditi Tech Consulting's business interests, including without limitation, any business activities not contemplated by this Non-Disclosure Agreement (hereinafter also referred to as "this Agreement"), (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at Aditi Tech Consulting, or (c) interferes with the independent exercise of my judgment in Aditi Tech Consulting's best interests. As used herein, Aditi Tech Consulting's business means the Talent Database, development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the Staffing/Consulting/Recruiting marketplace.
- 2. Recognition of Absolute Ownership.** That I do hereby recognize and admit that Aditi Tech Consulting is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place used by me in the course of my Internship with Aditi Tech Consulting.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of Aditi Tech Consulting, which is received, accessed, and/ or used by me, during the course of my Internship with Aditi Tech Consulting, shall include without limitation, such information received from Aditi Tech Consulting Pvt. Ltd and/ or any entity in which Aditi Tech Consulting holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

- 3. Non-Disclosure.** At all times, during my Internship and thereafter, I will not disclose to anyone outside Aditi Tech Consulting nor use for any purpose other than my work for Aditi Tech Consulting (a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, (b) any information Aditi Tech Consulting has received from others which Aditi Tech Consulting is obligated to treat as confidential or proprietary or (c) any confidential or proprietary information which is circulated within Aditi Tech Consulting via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside Aditi Tech Consulting except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside Aditi Tech Consulting, it may be disclosed, I will consult with my manager/ director at Aditi Tech Consulting.


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4. **Assignment of Inventions.** I hereby assign exclusively to Aditi Tech Consulting all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am in the employ of Aditi Tech Consulting. I will make prompt and full disclosure to Aditi Tech Consulting of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of Aditi Tech Consulting. I hereby waive and quitclaim to Aditi Tech Consulting, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to Aditi Tech Consulting. My obligation to assign shall not apply to any Invention about which can prove that:
- (a) it was developed entirely on my own time; and
 - (b) no equipment, supplies, facility, services, or trade secret information of Aditi Tech Consulting was used in its development; and
 - (c) it does not relate (i) directly to the business of Aditi Tech Consulting or (ii) to the actual or demonstrably anticipated research or development of Aditi Tech Consulting; and
 - (d) it does not result from any work performed by me for Aditi Tech Consulting.

I will assign to Aditi Tech Consulting or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between Aditi Tech Consulting and the United States or any of its agencies.

RETAINING AND ASSIGNING INVENTIONS AND ORIGINAL WORKS.

1.1 Inventions and Original Works Retained by the employee. Attached hereto as Attachment 1 is a list completed by the employee describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by the employee prior to the Employment, which belong to the employee, which relate to the Company's business or products (or proposed business or products), and which are not assigned to the Company. If no such list is attached, the employee represents that there are no such inventions, etc.

1.2 Inventions and Original Works Assigned to the Company. The employee shall promptly make full written disclosure to the Company, shall hold in trust for the sole right and benefit of the Company, and shall assign to the Company all the employee's right, title, and interest in and to any and all inventions, original works of authorship, developments, improvements, or trade secrets which the employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the Employment.

1.3 The employee acknowledges that all original works of authorship which are made by the employee (solely or jointly with others) within the scope of the employee's employment and which are protectable by copyright are "works made for hire", as that term is defined in the United States Copyright Act (17 USCA, Section 101) or as per Copyright regulations applicable in India

1.4 Maintenance of Records. The employee agrees to keep and maintain adequate and current written records of all inventions and original works of authorship (assigned or assignable) made by the employee (solely or jointly with others) during the Employment. The records shall be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records shall always be available to and remain the sole property of the Company.

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PETLURIVARI PALEM
Guntur Dt.

Obtaining Letters Patent and Copyright Registrations. The employee agrees that the employee's obligation to assist the Company to obtain United States, India or foreign letters patent and copyright registrations covering inventions and original works of authorship assigned hereunder to the Company shall continue beyond the termination of the Employment, but the Company shall compensate the employee at a reasonable rate for time actually spent by the employee at the Company's request on such assistance. If the Company is unable because of the employee's mental or physical incapacity, the employee's unwillingness, or for any other reason to secure the employee's signature to apply for or to pursue any application for any United States, India or foreign letters patent or copyright registrations covering inventions or original works of authorship assigned to the Company as above, then the employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the employee's agent and attorney in fact, to act for and in the employee's behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by the employee. The employee hereby waives and quitclaims to the Company any and all claims, of any nature whatsoever, which the employee now or may hereafter have for infringement of any patents or copyright resulting from any such application for letters patent or copyright registrations assigned hereunder to the Company.

5. **Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my Internship with Aditi Tech Consulting that I wish to have excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my Internship at Aditi Tech Consulting, I use in or incorporate into a Aditi Tech Consulting product, program, process, or machine, an Invention owned by me or in which I have an interest, Aditi Tech Consulting is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide and perpetual license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.
6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, Aditi Tech Consulting is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to Aditi Tech Consulting as stated above, I hereby irrevocably designate and appoint Aditi Tech Consulting and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of United States, Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at Aditi Tech Consulting's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my Internship.
7. **Third Party Information.** I recognize that Aditi Tech Consulting has received and will receive confidential or proprietary information from third parties subject to a duty on Aditi Tech Consulting's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my Internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for Aditi Tech Consulting and consistent with Aditi Tech Consulting's agreement with such third party. I will not use such information for the benefit of anyone other than Aditi Tech Consulting or such third party, or in any manner inconsistent with any agreement between Aditi Tech Consulting and such third party of which I am made aware.
8. **Prior Employer Information.** During my Internship at Aditi Tech Consulting, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Aditi Tech Consulting, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity
9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dist.

secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, working progress, customers and suppliers, Talent or Contact Database as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

10. **Term of Internship.** I acknowledge that my Internship will be of indefinite duration and that either Aditi Tech Consulting or I will be free to terminate this Internship relationship at will and at any time with or without cause and in accordance with the Internship Agreement signed by me with Aditi Tech Consulting on **2nd February 2022**. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said Internship Agreement signed by an officer of Aditi Tech Consulting.
11. **Return of Materials.** At the time I leave the employ of Aditi Tech Consulting, I will return to Aditi Tech Consulting all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to.
12. **Non-Competition.** For a period of one year after termination of my Internship, I will not accept Internship or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while employed at Aditi Tech Consulting.
13. **Non-Solicitation.** While employed at Aditi Tech Consulting and for a period of one year from the termination of my Internship, I will not induce or attempt to influence directly or indirectly, any employee of Aditi Tech Consulting to terminate his Internship/employment with Aditi Tech Consulting or to work for me or any other person or entity.
14. **Personal Property.** I agree that Aditi Tech Consulting will not be responsible for loss, disappearance, or damage to personal property on Aditi Tech Consulting premises, or if applicable, on residential premises subsidized by Aditi Tech Consulting (including apartments or temporary housing). I hereby release, discharge, and hold Aditi Tech Consulting harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.
15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to Aditi Tech Consulting, and Aditi Tech Consulting shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.
16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.
17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed to afford Aditi Tech Consulting the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party.

The terms and conditions of this Agreement shall survive termination of my Internship.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed

my name on this _____ day of _____ 2022

_____ please sign and return a copy of this letter as confirmation of your acceptance of the above and convey to us the date that you are available to join. We look forward to a long and mutually beneficial relationship.

Signature: _____

Date: _____

The following documents/information is required by us on the date of joining.

- Signed Internship Appointment Letter (Each Page)
- Self-attested Educational Certificate (HIGHEST QUALIFICATION)
- MANDATORY: Passport + Aadhar + PAN + UAN
- OPTIONAL: Driving License (in case Passport/Aadhar/PAN is pending)
- Marital Status
- Date of Birth
- Current Address and home phone number.

Confidentiality and Intellectual Property Rights Agreement:

I understand that any information regarding the Company's business or other relevant information shall remain secret and safeguarded by me. In consideration of Internship, I understand that I am required to sign the Company's Confidentiality and Intellectual Property Rights Agreement before the commencement of my Internship.

I agree with the terms and conditions of this Internship.

Signature: _____

Date: _____

Principal

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

13th September

2021 Bangalore

Dear Dontha Venkatesh,

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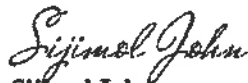
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Sijimol John

Sr. Director – People and Culture


Principal

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Types of Leave	Number of leaves
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In the event that the employee's employment is terminated within 18 months following the Effective Date by employee other than for Good Reason, employee shall and hereby does agree to repay the Company in full for the Training cost.

Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this Internship agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this Internship agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of five (5) days.

Termination for poor performance

The Company may at its sole discretion terminate this Internship agreement, without notice, in the event that you continue to perform poorly in the discharge of your duties or in the conduct of the Company's business, despite being given reasonable opportunities to improve including but not limited to a formal performance improvement plan. Your refusal to adhere to a performance improvement plan or terms & conditions thereof, as and when required by the Company, shall amount to a breach of this Agreement.

Principal

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

Post termination obligations

Upon termination or resignation, whether for cause or without cause, you shall:

- a. not at any time thereafter, make any untrue, disparaging or misleading, oral or written statements, about the Company or its business, in or on any medium or platform including but not limited to any electronic medium, social networking site, internet blog, interviews, etc. Further, you will not represent or permit yourself to be held out as being in any way connected with, directly or indirectly, or being interested in the business of the Company, except as a former employee of the Company for the purpose of communicating with prospective employers or complying with any applicable statutory requirements; and
- b. not at any time thereafter use the name of the Company or any other name capable of confusion therewith (whether by using such names as part of a corporate name or otherwise).

Additionally, upon termination or resignation of your Internship, but before the last pay of monthly service compensation (final payment), a final payment and release of all claims settlement shall be drawn up and sent to you either in a physical format or electronic format by the Company or any authorized agent of the Company. The final payment is subject to any deduction by the Company of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to you), such as gratuity, that are so withheld or deducted by the Company, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

C. MISCELLANEO**US The Company****Policies**

You hereby expressly accept to adhere to all the provisions of the Organizational Policies of the Company, rules, regulations and procedures relevant to your Internship with the Company and to human relations, including but not limited to the Aditi Tech Consulting Pvt. Ltd Prevention of Sexual Harassment Policy and other policies communicated from time to time, except to the extent they are inconsistent with the terms of this Internship agreement. These policies may be amended, at the discretion of the Company, from time to time, and will become applicable to your internship from the point of time when these policies are communicated or published or made available through either electronic or physical means, including but not limited to, by way of email, Company Intranet, Company Portal, or Company notices. You agree that that it is solely your duty to stay up to date with Company policies and that ignorance of Company policies will not be treated as a valid reason for failure to adhere to Company policies.

Working Hours

You will be required to work Nine hours a day, in any one of the shifts during the day or at night as assigned by the Company including 1-hour mealtime and two breaks of fifteen minutes each. The Company practices a forty-five hours' workweek which may at the discretion of the Company be increased to forty-eight hours per week. Work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. The Company shall be free to amend and stagger the working hours (including Saturdays) in accordance with business requirements.

Taxation

In terms of your Internship with the Company, any amount payable by the Company to you towards compensation, salary, allowances and/or any other payment such as joining bonus and compensation for notice period of the earlier organization shall be subject to deduction of withholding taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by you at your own cost.


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Non-disparagement

You agree, both during your Internship and thereafter, to refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative, or likely to be harmful to the business or reputation of the Company, its shareholders, affiliates, parent, group companies, officers, directors or employees, publicly or otherwise (including but not limited to, on any social networking website, blog, magazine, interview or article) except as may be required by law. You also agree to refrain from suggesting to anyone that any written or oral statements be made which you know or reasonably should know to be disparaging or negative concerning the Company, or from urging or influencing any person to make any such statement.

Employee Non-Disclosure Agreement

You shall enter an employee NDA as enclosed and shall be bound by all the terms and conditions contained therein.

Notices

Any notices required or permitted hereunder will need to be given to the appropriate party at the postal address specified above or at such other postal or email address as the party may specify through written or email communication, from time to time. Additionally, any notices sent by any authorized agent of the Company will be deemed to have been sent by the Company.

All notices must be in writing and in the English language and mailed by registered post acknowledgement due or certified mail, or pre-paid courier, or delivered by hand or sent by e-mail. Any notice shall be deemed to have been delivered:

- (a) If personally delivered, upon delivery at the relevant address.
- (b) If sent by certified post, two (2) days after the date of posting or if sent by registered post acknowledgement due (RPAD), on the date of acknowledgement on the acknowledgement receipt.
- (c) If sent by pre-paid courier, on the date as contained in the proof of delivery; and
- (d) If sent by email, from the moment it has left the email server of the sender.

Governing Laws

This contract shall be governed and construed in accordance with the laws of India. Disputes arising under this contract shall be subject to the Bangalore jurisdiction where the employee is serving the Company. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

Survival

The terms and conditions of this contract shall survive termination of your Internship.

Background Verification

You agree that the Company's offer / your Internship with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before 2nd February 2022.

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur (Dr.)

This contract shall be concluded and effective only on your delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

SCHEDULE A

Aditi Tech Consulting Pvt. Ltd. EMPLOYEE NON-DISCLOSURE AGREEMENT

- 1. General.** As an employee of Aditi Tech Consulting Pvt. Ltd. ("Aditi Tech Consulting"), a company incorporated under the Companies Act, 1956, and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of Aditi Tech Consulting Pvt. Ltd. During my Internship, I will not engage in any activity or investment, that (a) conflicts with Aditi Tech Consulting's business interests, including without limitation, any business activities not contemplated by this Non-Disclosure Agreement (hereinafter also referred to as "this Agreement"), (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at Aditi Tech Consulting, or (c) interferes with the independent exercise of my judgment in Aditi Tech Consulting's best interests. As used herein, Aditi Tech Consulting's business means the Talent Database, development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the Staffing/Consulting/Recruiting marketplace.
- 2. Recognition of Absolute Ownership.** That I do hereby recognize and admit that Aditi Tech Consulting is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place used by me in the course of my Internship with Aditi Tech Consulting.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of Aditi Tech Consulting, which is received, accessed, and/ or used by me, during the course of my Internship with Aditi Tech Consulting, shall include without limitation, such information received from Aditi Tech Consulting Pvt. Ltd and/ or any entity in which Aditi Tech Consulting holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

- 3. Non-Disclosure.** At all times, during my Internship and thereafter, I will not disclose to anyone outside Aditi Tech Consulting nor use for any purpose other than my work for Aditi Tech Consulting (a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, (b) any information Aditi Tech Consulting has received from others which Aditi Tech Consulting is obligated to treat as confidential or proprietary or (c) any confidential or proprietary information which is circulated within Aditi Tech Consulting via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside Aditi Tech Consulting except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside Aditi Tech Consulting, it may be disclosed, I will consult with my manager/ director at Aditi Tech Consulting.

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur, Or .

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Chokkanahalli Village, Off Thanisandra Main Road, Bangalore - 560064, Karnataka, India.

Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

4. **Assignment of Inventions.** I hereby assign exclusively to Aditi Tech Consulting all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am in the employ of Aditi Tech Consulting. I will make prompt and full disclosure to Aditi Tech Consulting of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of Aditi Tech Consulting. I hereby waive and quitclaim to Aditi Tech Consulting, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to Aditi Tech Consulting. My obligation to assign shall not apply to any Invention about which can prove that:
- (a) it was developed entirely on my own time; and
 - (b) no equipment, supplies, facility, services, or trade secret information of Aditi Tech Consulting was used in its development; and
 - (c) it does not relate (i) directly to the business of Aditi Tech Consulting or (ii) to the actual or demonstrably anticipated research or development of Aditi Tech Consulting; and
 - (d) it does not result from any work performed by me for Aditi Tech Consulting.

I will assign to Aditi Tech Consulting or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between Aditi Tech Consulting and the United States or any of its agencies.

RETAINING AND ASSIGNING INVENTIONS AND ORIGINAL WORKS.

1.1 Inventions and Original Works Retained by the employee. Attached hereto as Attachment 1 is a list completed by the employee describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by the employee prior to the Employment, which belong to the employee, which relate to the Company's business or products (or proposed business or products), and which are not assigned to the Company. If no such list is attached, the employee represents that there are no such inventions, etc.

1.2 Inventions and Original Works Assigned to the Company. The employee shall promptly make full written disclosure to the Company, shall hold in trust for the sole right and benefit of the Company, and shall assign to the Company all the employee's right, title, and interest in and to any and all inventions, original works of authorship, developments, improvements, or trade secrets which the employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the Employment.

1.3 The employee acknowledges that all original works of authorship which are made by the employee (solely or jointly with others) within the scope of the employee's employment and which are protectable by copyright are "works made for hire", as that term is defined in the United States Copyright Act (17 USCA, Section 101) or as per Copyright regulations applicable in India

1.4 Maintenance of Records. The employee agrees to keep and maintain adequate and current written records of all inventions and original works of authorship (assigned or assignable) made by the employee (solely or jointly with others) during the Employment. The records shall be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records shall always be available to and remain the sole property of the Company.

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PETLURIVARI PALEM
Narasaraopet (Mdt), Guntur Dt

Obtaining Letters Patent and Copyright Registrations. The employee agrees that the employee's obligation to assist the Company to obtain United States, India or foreign letters patent and copyright registrations covering inventions and original works of authorship assigned hereunder to the Company shall continue beyond the termination of the Employment, but the Company shall compensate the employee at a reasonable rate for time actually spent by the employee at the Company's request on such assistance. If the Company is unable because of the employee's mental or physical incapacity, the employee's unwillingness, or for any other reason to secure the employee's signature to apply for or to pursue any application for any United States, India or foreign letters patent or copyright registrations covering inventions or original works of authorship assigned to the Company as above, then the employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the employee's agent and attorney in fact, to act for and in the employee's behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by the employee. The employee hereby waives and quitclaims to the Company any and all claims, of any nature whatsoever, which the employee now or may hereafter have for infringement of any patents or copyright resulting from any such application for letters patent or copyright registrations assigned hereunder to the Company.

5. **Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my Internship with Aditi Tech Consulting that I wish to have excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my Internship at Aditi Tech Consulting, I use in or incorporate into a Aditi Tech Consulting product, program, process, or machine, an Invention owned by me or in which I have an interest, Aditi Tech Consulting is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide and perpetual license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.
6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, Aditi Tech Consulting is unable to secure my signature to apply for or to pursue any application for any United States, Indian or foreign patent or copyright covering Inventions assigned to Aditi Tech Consulting as stated above, I hereby irrevocably designate and appoint Aditi Tech Consulting and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of United States, Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at Aditi Tech Consulting's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my Internship.
7. **Third Party Information.** I recognize that Aditi Tech Consulting has received and will receive confidential or proprietary information from third parties subject to a duty on Aditi Tech Consulting's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my Internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for Aditi Tech Consulting and consistent with Aditi Tech Consulting's agreement with such third party. I will not use such information for the benefit of anyone other than Aditi Tech Consulting or such third party, or in any manner inconsistent with any agreement between Aditi Tech Consulting and such third party of which I am made aware.
8. **Prior Employer Information.** During my Internship at Aditi Tech Consulting, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Aditi Tech Consulting, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.
9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

REGD. OFFICE : South Wing, 1st Floor, Block -2, Milestone Buildcon SEZ , Bhartiya Centre of Information Technology, Chokkanahalli Village, Off Thanisandra Main Road, Bangalore - 560064, Karnataka, India.

Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dt.

secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, Talent or Contact Database as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

10. **Term of Internship.** I acknowledge that my Internship will be of indefinite duration and that either Aditi Tech Consulting or I will be free to terminate this Internship relationship at will and at any time with or without cause and in accordance with the Internship Agreement signed by me with Aditi Tech Consulting on 2nd February 2022. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said Internship Agreement signed by an officer of Aditi Tech Consulting.
11. **Return of Materials.** At the time I leave the employ of Aditi Tech Consulting, I will return to Aditi Tech Consulting all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to.
12. **Non-Competition.** For a period of one year after termination of my Internship, I will not accept Internship or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while employed at Aditi Tech Consulting.
13. **Non-Solicitation.** While employed at Aditi Tech Consulting and for a period of one year from the termination of my Internship, I will not induce or attempt to influence directly or indirectly, any employee of Aditi Tech Consulting to terminate his Internship/employment with Aditi Tech Consulting or to work for me or any other person or entity.
14. **Personal Property.** I agree that Aditi Tech Consulting will not be responsible for loss, disappearance, or damage to personal property on Aditi Tech Consulting premises, or if applicable, on residential premises subsidized by Aditi Tech Consulting (including apartments or temporary housing). I hereby release, discharge, and hold Aditi Tech Consulting harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.
15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to Aditi Tech Consulting, and Aditi Tech Consulting shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.
16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.
17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed to afford Aditi Tech Consulting the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party.

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ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

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Chokkanahalli Village, Off Thanisandra Main Road, Bangalore - 560064, Karnataka, India.

Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.co

The terms and conditions of this Agreement shall survive termination of my Internship.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed

my name on this _____ day of _____ 2022

_____ please sign and return a copy of this letter as confirmation of your acceptance of the above and convey to us the date that you are available to join. We look forward to a long and mutually beneficial relationship.

Signature: _____

Date: _____

The following documents/information is required by us on the date of joining.

- Signed Internship Appointment Letter (Each Page)
- Self-attested Educational Certificate (HIGHEST QUALIFICATION)
- MANDATORY: Passport + Aadhar + PAN + UAN
- OPTIONAL: Driving License (in case Passport/Aadhar/PAN is pending)
- Marital Status
- Date of Birth
- Current Address and home phone number.

Confidentiality and Intellectual Property Rights Agreement:

I understand that any information regarding the Company's business or other relevant information shall remain secret and safeguarded by me. In consideration of Internship, I understand that I am required to sign the Company's Confidentiality and Intellectual Property Rights Agreement before the commencement of my Internship.

I agree with the terms and conditions of this Internship.

Signature: _____

Date: _____


Principal

A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM

13th September

2021 Bangalore

Dear N Venkata Krishna Mohan,

Aditi Tech Consulting Pvt. Ltd. [Formerly known as Aditi Staffing India Private Limited] ("the Company") is pleased to offer you the internship of **Software Developer Internship**. You will initially report to **Manas Ranjan Maharana** and, or, any other person as decided by the Company from time to time. You will be based in **Bangalore** or any other place/city within India or outside India as decided by the Company from time to time. Additionally, at the Company's sole discretion you may be transferred to any of the Company's affiliates (including parent or subsidiaries) as well as seconded from the Company to any of its clients or customers, within India or outside India.

Your Internship shall commence with effect from **2nd February 2022** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **2nd February 2022** this contract shall stand terminated unless extended at the sole discretion of the Company. You must treat the details of this offer with utmost confidentiality.

The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the Company, you will be expected to sign a Non-Disclosure Agreement ("NDA") in which you agree not to disclose or use confidential or proprietary information or trade secrets of any current or prior employer. In this regard, you should be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

The terms and conditions of your Internship with the Company are as follows:

A. COMPENSATION

Your gross monthly stipend will be **Rs. 28,800 (Twenty-Eight Thousand and Eight Hundred Only)** from which applicable deductions including employer and employee contribution of PF would be deducted. On completion of your internship, a performance evaluation will be conducted post which a decision will be taken on conversion to full-time.

During your internship, you will not be eligible for any other benefits.

Sijimol John

Sijimol John
Sr. Director – People and Culture

A.M. Reddy
Principal

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dt.**

Leaves

All employees are eligible for leave. The categories are ---

Types of Leave	Number of leaves
Sick Leave	1 day per month
Holidays	Eligible for all Holidays according to the Aditi Tech Consulting holiday calendar

OTHER ENTITLEMENTS

Your other entitlements, as may be determined by the Company Policy, for the time being in force are as follows:

Provident Fund Scheme

You shall be eligible to participate in the Provident Fund Scheme set up by the Company in accordance with the Government Laws. The Company's contribution to the Provident Fund is a part of the Allowances.

B. TERMINATION

With or Without Cause

During the internship, Aditi Tech Consulting can terminate the internship program without any notice and the intern can terminate the program with a month notice.

To meet the requirements of employment, the Employee is required to undergo necessary and specialized training which will be provided by Aditi. Considering the significant investment that training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the employee will not resign or abandon or cause to terminate his/her employment with the Company, before the impact of the skills learnt from the training is applied and maximized as well as the Company finds a suitable replacement and trains such a person. Accordingly, the employee agrees to continue employment with the Company for a minimum period of 18 months.

In the event that the employee's employment is terminated within 18 months following the Effective Date by employee other than for Good Reason, employee shall and hereby does agree to repay the Company in full for the Training cost.

Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this Internship agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this Internship agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of five (5) days.

Termination for poor performance

The Company may at its sole discretion terminate this Internship agreement, without notice, in the event that you continue to perform poorly in the discharge of your duties or in the conduct of the Company's business, despite being given reasonable opportunities to improve including but not limited to a formal performance improvement plan. Your refusal to adhere to a performance improvement plan or terms & conditions thereof, as and when required by the Company, shall amount to a breach of this Agreement.

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 Narasaraopeta, Andhra Pradesh

Post termination obligations

Upon termination or resignation, whether for cause or without cause, you shall:

- a. not at any time thereafter, make any untrue, disparaging or misleading, oral or written statements, about the Company or its business, in or on any medium or platform including but not limited to any electronic medium, social networking site, internet blog, interviews, etc. Further, you will not represent or permit yourself to be held out as being in any way connected with, directly or indirectly, or being interested in the business of the Company, except as a former employee of the Company for the purpose of communicating with prospective employers or complying with any applicable statutory requirements; and
- b. not at any time thereafter use the name of the Company or any other name capable of confusion therewith (whether by using such names as part of a corporate name or otherwise).

Additionally, upon termination or resignation of your Internship, but before the last pay of monthly service compensation (final payment), a final payment and release of all claims settlement shall be drawn up and sent to you either in a physical format or electronic format by the Company or any authorized agent of the Company. The final payment is subject to any deduction by the Company of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to you), such as gratuity, that are so withheld or deducted by the Company, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

C. MISCELLANEO**US The Company****Policies**

You hereby expressly accept to adhere to all the provisions of the Organizational Policies of the Company, rules, regulations and procedures relevant to your Internship with the Company and to human relations, including but not limited to the Aditi Tech Consulting Pvt. Ltd Prevention of Sexual Harassment Policy and other policies communicated from time to time, except to the extent they are inconsistent with the terms of this Internship agreement. These policies may be amended, at the discretion of the Company, from time to time, and will become applicable to your internship from the point of time when these policies are communicated or published or made available through either electronic or physical means, including but not limited to, by way of email, Company Intranet, Company Portal, or Company notices. You agree that that it is solely your duty to stay up to date with Company policies and that ignorance of Company policies will not be treated as a valid reason for failure to adhere to Company policies.

Working Hours

You will be required to work Nine hours a day, in any one of the shifts during the day or at night as assigned by the Company including 1-hour mealtime and two breaks of fifteen minutes each. The Company practices a forty-five hours' workweek which may at the discretion of the Company be increased to forty-eight hours per week. Work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from time to time. The Company shall be free to amend and stagger the working hours (including Saturdays) in accordance with business requirements.

Taxation

In terms of your Internship with the Company, any amount payable by the Company to you towards compensation, salary, allowances and/or any other payment such as joining bonus and compensation for notice period of the earlier organization shall be subject to deduction of withholding taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc., shall be fulfilled by you at your own cost.

Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

REGD. OFFICE : South Wing, 1st Floor, Block -2, Milestone Buildcon SEZ , Bhartiya Centre of Information Technology,
Chokkanahalli Village, Off Thanisandra Main Road, Bangalore - 560064, Karnataka, India.

Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.co

Non-disparagement

You agree, both during your Internship and thereafter, to refrain from making any adverse written or oral statement or taking any action, directly or indirectly, which you know or reasonably should know to be disparaging, negative, or likely to be harmful to the business or reputation of the Company, its shareholders, affiliates, parent, group companies, officers, directors or employees, publicly or otherwise (including but not limited to, on any social networking website, blog, magazine, interview or article) except as may be required by law. You also agree to refrain from suggesting to anyone that any written or oral statements be made which you know or reasonably should know to be disparaging or negative concerning the Company, or from urging or influencing any person to make any such statement.

Employee Non-Disclosure Agreement

You shall enter an employee NDA as enclosed and shall be bound by all the terms and conditions contained therein.

Notices

Any notices required or permitted hereunder will need to be given to the appropriate party at the postal address specified above or at such other postal or email address as the party may specify through written or email communication, from time to time. Additionally, any notices sent by any authorized agent of the Company will be deemed to have been sent by the Company.

All notices must be in writing and in the English language and mailed by registered post acknowledgement due or certified mail, or pre-paid courier, or delivered by hand or sent by e-mail. Any notice shall be deemed to have been delivered:

- (a) If personally delivered, upon delivery at the relevant address.
- (b) If sent by certified post, two (2) days after the date of posting or if sent by registered post acknowledgement due (RPAD), on the date of acknowledgement on the acknowledgement receipt.
- (c) If sent by pre-paid courier, on the date as contained in the proof of delivery; and
- (d) If sent by email, from the moment it has left the email server of the sender.

Governing Laws

This contract shall be governed and construed in accordance with the laws of India. Disputes arising under this contract shall be subject to the Bangalore jurisdiction where the employee is serving the Company. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

Survival

The terms and conditions of this contract shall survive termination of your Internship.

Background Verification

You agree that the Company's offer / your Internship with the Company is contingent and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before 2nd February 2022.

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PETLURIVARI PALEM
Narasaraopet (Mdl) Guntur Dt

The terms and conditions of this Agreement shall survive termination of my Internship.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed

my name on this _____ day of _____ 2022

_____ please sign and return a copy of this letter as confirmation of your acceptance of the above and convey to us the date that you are available to join. We look forward to a long and mutually beneficial relationship.

Signature: _____

Date: _____

The following documents/information is required by us on the date of joining.

- Signed Internship Appointment Letter (Each Page)
- Self-attested Educational Certificate (HIGHEST QUALIFICATION)
- MANDATORY: Passport + Aadhar + PAN + UAN
- OPTIONAL: Driving License (in case Passport/Aadhar/PAN is pending)
- Marital Status
- Date of Birth
- Current Address and home phone number.

Confidentiality and Intellectual Property Rights Agreement:

I understand that any information regarding the Company's business or other relevant information shall remain secret and safeguarded by me. In consideration of Internship, I understand that I am required to sign the Company's Confidentiality and Intellectual Property Rights Agreement before the commencement of my Internship.

I agree with the terms and conditions of this Internship.

Signature: _____

Date: _____

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

secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, Talent or Contact Database as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this Agreement by me.

10. **Term of Internship.** I acknowledge that my Internship will be of indefinite duration and that either Aditi Tech Consulting or I will be free to terminate this Internship relationship at will and at any time with or without cause and in accordance with the Internship Agreement signed by me with Aditi Tech Consulting on 2nd February 2022. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said Internship Agreement signed by an officer of Aditi Tech Consulting.
11. **Return of Materials.** At the time I leave the employ of Aditi Tech Consulting, I will return to Aditi Tech Consulting all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes and tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, identification cards or other property belonging to.
12. **Non-Competition.** For a period of one year after termination of my Internship, I will not accept Internship or engage in activities directly or indirectly competitive with the products (including actual or demonstrably anticipated research or development) on which I worked or about which I learned, proprietary or confidential or trade secret information while employed at Aditi Tech Consulting.
13. **Non-Solicitation.** While employed at Aditi Tech Consulting and for a period of one year from the termination of my Internship, I will not induce or attempt to influence directly or indirectly, any employee of Aditi Tech Consulting to terminate his Internship/employment with Aditi Tech Consulting or to work for me or any other person or entity.
14. **Personal Property.** I agree that Aditi Tech Consulting will not be responsible for loss, disappearance, or damage to personal property on Aditi Tech Consulting premises, or if applicable, on residential premises subsidized by Aditi Tech Consulting (including apartments or temporary housing). I hereby release, discharge, and hold Aditi Tech Consulting harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.
15. **Equitable Relief.** I acknowledge that any violation by me under this Agreement, and/or any obligation of like nature, will cause irreparable injury to Aditi Tech Consulting, and Aditi Tech Consulting shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.
16. **Attorneys' Fees.** If court proceedings are required to enforce any provision of this Agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorneys' fees.
17. **Entire Agreement.** I agree that this Agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this Agreement shall be the courts of India. If any provision of this Agreement shall be declared excessively broad, it shall be construed to afford Aditi Tech Consulting the maximum protection permissible by law. If any provision of this Agreement is void or is so declared, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. This Agreement sets forth the entire Agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party.

Principal
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ENGINEERING & TECHNOLOGY
PETLURIVARI

Obtaining Letters Patent and Copyright Registrations. The employee agrees that the employee's obligation to assist the Company to obtain United States, India or foreign letters patent and copyright registrations covering inventions and original works of authorship assigned hereunder to the Company shall continue beyond the termination of the Employment, but the Company shall compensate the employee at a reasonable rate for time actually spent by the employee at the Company's request on such assistance. If the Company is unable because of the employee's mental or physical incapacity, the employee's unwillingness, or for any other reason to secure the employee's signature to apply for or to pursue any application for any United States, India or foreign letters patent or copyright registrations covering inventions or original works of authorship assigned to the Company as above, then the employee hereby irrevocably designates and appoints the Company and its duly authorized officers and agents as the employee's agent and attorney in fact, to act for and in the employee's behalf and stead to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by the employee. The employee hereby waives and quitclaims to the Company any and all claims, of any nature whatsoever, which the employee now or may hereafter have for infringement of any patents or copyright resulting from any such application for letters patent or copyright registrations assigned hereunder to the Company.

5. **Excluded and Licensed Inventions.** I have attached hereto, a list describing all Inventions belonging to me and made by me prior to my Internship with Aditi Tech Consulting that I wish to have excluded from this Agreement. If no such list is attached, I represent that there are no such Inventions. If in the course of my Internship at Aditi Tech Consulting, I use in or incorporate into a Aditi Tech Consulting product, program, process, or machine, an Invention owned by me or in which I have an interest, Aditi Tech Consulting is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide and perpetual license to make, have made, use, and sell that Invention without restriction as to the extent of my ownership or interest.
6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this Agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, Aditi Tech Consulting is unable to secure my signature to apply for or to pursue any application for any United States, Indian, or foreign patent or copyright covering Inventions assigned to Aditi Tech Consulting as stated above, I hereby irrevocably designate and appoint Aditi Tech Consulting and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of United States, Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me. I will testify at Aditi Tech Consulting's request and expense in any interference, litigation, or other legal proceeding that may arise during or after my Internship.
7. **Third Party Information.** I recognize that Aditi Tech Consulting has received and will receive confidential or proprietary information from third parties subject to a duty on Aditi Tech Consulting's part, to maintain the confidentiality of such information and to use it only for certain limited purposes. During the term of my Internship and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work for Aditi Tech Consulting and consistent with Aditi Tech Consulting's agreement with such third party. I will not use such information for the benefit of anyone other than Aditi Tech Consulting or such third party, or in any manner inconsistent with any agreement between Aditi Tech Consulting and such third party of which I am made aware.
8. **Prior Employer Information.** During my Internship at Aditi Tech Consulting, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers, or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of Aditi Tech Consulting, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.
9. **Presumption of Breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

REGD. OFFICE : South Wing, 1st Floor, Block -2, Milestone Buildcon SEZ, Bhartiya Centre of Information Technology, Chokkanahalli Village, Off Thanisandra Main Road, Bangalore - 560064, Karnataka, India.

Tel: +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN : U72200KA2015FTC080736 | www.aditiconsulting.com

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

4. **Assignment of Inventions.** I hereby assign exclusively to Aditi Tech Consulting all my right, title, and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I, solely or jointly, may conceive, write, encode, develop, or reduce to practice during the period of time I am in the employ of Aditi Tech Consulting. I will make prompt and full disclosure to Aditi Tech Consulting of any inventions, and if for any reason the assignment pursuant to this clause is not effective, I will hold all such inventions in trust for the sole benefit of Aditi Tech Consulting. I hereby waive and quitclaim to Aditi Tech Consulting, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any Inventions so assigned to Aditi Tech Consulting. My obligation to assign shall not apply to any Invention about which can prove that:
- (a) it was developed entirely on my own time; and
 - (b) no equipment, supplies, facility, services, or trade secret information of Aditi Tech Consulting was used in its development; and
 - (c) it does not relate (i) directly to the business of Aditi Tech Consulting or (ii) to the actual or demonstrably anticipated research or development of Aditi Tech Consulting; and
 - (d) it does not result from any work performed by me for Aditi Tech Consulting.

I will assign to Aditi Tech Consulting or its designee all my right, title, and interest in and to any and all Inventions full title to which may be required to be in the United States by any contract between Aditi Tech Consulting and the United States or any of its agencies.

RETAINING AND ASSIGNING INVENTIONS AND ORIGINAL WORKS.

1.1 Inventions and Original Works Retained by the employee. Attached hereto as Attachment 1 is a list completed by the employee describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by the employee prior to the Employment, which belong to the employee, which relate to the Company's business or products (or proposed business or products), and which are not assigned to the Company. If no such list is attached, the employee represents that there are no such inventions, etc.

1.2 Inventions and Original Works Assigned to the Company. The employee shall promptly make full written disclosure to the Company, shall hold in trust for the sole right and benefit of the Company, and shall assign to the Company all the employee's right, title, and interest in and to any and all inventions, original works of authorship, developments, improvements, or trade secrets which the employee may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the Employment.

1.3 The employee acknowledges that all original works of authorship which are made by the employee (solely or jointly with others) within the scope of the employee's employment and which are protectable by copyright are "works made for hire", as that term is defined in the United States Copyright Act (17 USCA, Section 101) or as per Copyright regulations applicable in India

1.4 Maintenance of Records. The employee agrees to keep and maintain adequate and current written records of all inventions and original works of authorship (assigned or assignable) made by the employee (solely or jointly with others) during the Employment. The records shall be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records shall always be available to and remain the sole property of the Company.

Principal

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

This contract shall be concluded and effective only on your delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

SCHEDULE A

Aditi Tech Consulting Pvt. Ltd. EMPLOYEE NON-DISCLOSURE AGREEMENT

- 1. General.** As an employee of Aditi Tech Consulting Pvt. Ltd. ("Aditi Tech Consulting"), a company incorporated under the Companies Act, 1956, and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of Aditi Tech Consulting Pvt. Ltd. During my Internship, I will not engage in any activity or investment, that (a) conflicts with Aditi Tech Consulting's business interests, including without limitation, any business activities not contemplated by this Non-Disclosure Agreement (hereinafter also referred to as "this Agreement"), (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at Aditi Tech Consulting, or (c) interferes with the independent exercise of my judgment in Aditi Tech Consulting's best interests. As used herein, Aditi Tech Consulting's business means the Talent Database, development, marketing and support of software for business and professional use, including operating systems, languages and application programs as well as books and hardware for the Staffing/Consulting/Recruiting marketplace.
- 2. Recognition of Absolute Ownership.** That I do hereby recognize and admit that Aditi Tech Consulting is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use, languages and applications programs, operating systems, books, hardware and information for the Staffing/Consulting/Recruiting market place used by me in the course of my Internship with Aditi Tech Consulting.

I agree that I shall not in any manner whatsoever, represent and/ or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this Agreement, all confidential and/ or proprietary information belonging to and/ or in possession of Aditi Tech Consulting, which is received, accessed, and/ or used by me, during the course of my Internship with Aditi Tech Consulting, shall include without limitation, such information received from Aditi Tech Consulting Pvt. Ltd and/ or any entity in which Aditi Tech Consulting holds or controls more than fifty percent of the stock thereof and/ or is entitled to vote for the election of directors.

- 3. Non-Disclosure.** At all times, during my Internship and thereafter, I will not disclose to anyone outside Aditi Tech Consulting nor use for any purpose other than my work for Aditi Tech Consulting (a) any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of Aditi Tech Consulting, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers, (b) any information Aditi Tech Consulting has received from others which Aditi Tech Consulting is obligated to treat as confidential or proprietary or (c) any confidential or proprietary information which is circulated within Aditi Tech Consulting via its internal electronic mail system or otherwise. I will also not disclose any confidential or proprietary information to anyone inside Aditi Tech Consulting except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom, if anyone, inside Aditi Tech Consulting, it may be disclosed, I will consult with my manager/ director at Aditi Tech Consulting.

Principal
A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM
Narasaraopet (S.R.)

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Tel: +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

Date: 05/1/2022

Mooli Jagadeeswar Reddy

Offer Letter

Dear **Mooli Jagadeeswar Reddy**

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System 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.

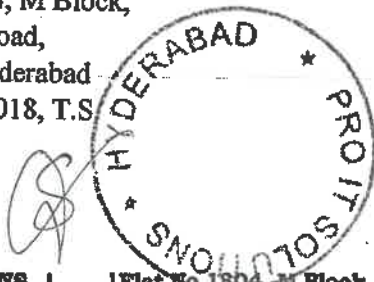
Probation and Confirmation:


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.198, 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




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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur, Dt.

Date: 05/1/2022

Yandava Naveen Kumar

Offer Letter

Dear **Yandava Naveen Kumar**

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System 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.

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PETLURIVARI PALEM
Narasaraopet (Md), Guntur(Dt.)

Date: 05/1/2022

Gullakunta Nazeeruddin

Offer Letter

Dear **Gullakunta Nazeeruddin**

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System 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.

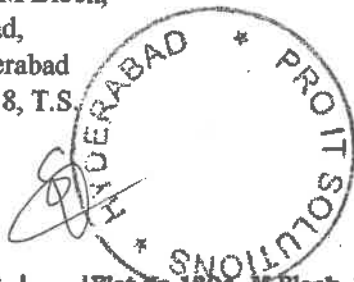
Probation and Confirmation:

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.

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Moosapet (Mdl), Guntur Dt.

Date: 05/1/2022

Addanki Ganga Krishna

Offer Letter

Dear Addanki Ganga Krishna

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System 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.

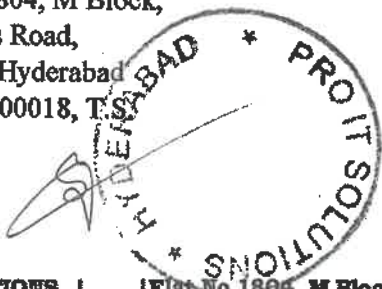
Probation and Confirmation:

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Salary and Allowances:

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PETLURIVARI PALEM
Narasaraopet (M.D), Guntur, Dr.

Date: 05/1/2022

Madangi Naresh

Offer Letter.

Dear **Madangi Naresh**

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System 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:

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Green Hills Road,
Moosapet, Hyderabad
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|PRO IT SOLUTIONS. |
Hyderabad, Telangana, India- 500018

|Flat No 1804, M Block, Rainbow vistas @ Rock Garden, Green Hills Road, Moosapet,


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ENGINEERING & TECHNOLOGY
RETLURMARI PALEM
Narasaraopet (Mdl), Guntur (Dt.)

Date: 05/1/2022

Darabadi Venkata Rana

Offer Letter

Dear Darabadi Venkata Rana

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System Analyst, we would like to confirm your appointment based on the acceptance of the following

Place of Posting:

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Kindly confirm you earliest date of Joining with us.

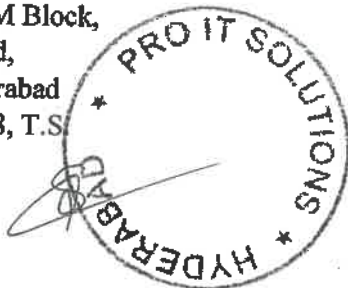
Probation and Confirmation:

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.198, 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



Principal

A.M REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
PETLURVARTI PALEM,
Narasaraopet (Md), Guntur(Dr.)

Date: 05/1/2022

Jonnalagadda Paparao

Offer Letter

Dear **Jonnalagadda Paparao**

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System 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.198, 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,
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Moosapet, Hyderabad
Pin Code-500018, T.S.



Principal

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

Date: 05/1/2022

Madanboina Naresh

Offer Letter

Dear **Madanboina Naresh**

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System 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.198, 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.



Principal

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

Date: 05/1/2022

Nallapati Siva Ganesh

Offer Letter

Dear Nallapati Siva Ganesh

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a System 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.

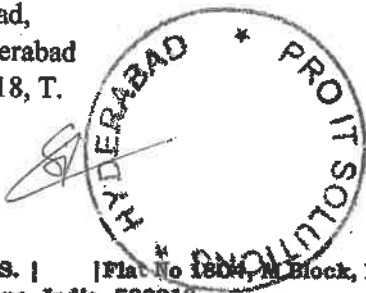
Probation and Confirmation:

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.198, 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.



Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
SETTILIPATI, RAJAM
Narasaraopet (57/dl), Guntur, Dr.



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 21/2/2022

Name: ESARI PRASANTH

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. 18000/- 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
MADHURAMPET, (Nellore), Guntur District

503, 5th Floor, Manzil Chamber, Mehdipatnam, Hyd-28, T.S., INDIA.

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



MCEE SOLUTIONS PRIVATE LIMITED

ESARI PRASANTH

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited.#503,5th 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 01/8/2022.

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 18000 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 01/8/2022. 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

MAREDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
METHURIVARI PALEM
Mehdipatnam, Guntur Dt.

503, 5th 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: 21/2/2022

Name: KOTTURU PRASANTH 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. 18000/- 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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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
Narasaraopet (Mdt), Guntur (Dt)



KOTTURU PRASANTH KUMAR

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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 18000 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 01/8/2022. 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



[Signature]
Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM
Narsimharao (M.D.)

503, 5th Floor, Manzil Chamber, Mehdiapatnam, Hyd.-28, T.S., INDIA.

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



Subject: Letter for Training

Date: 21/2/2022

Name: TALARI SRIKANTH

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. 18000/- 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

M. P. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
METHURIVARI PALEM
Manufacturer (Mdl), Gunjur, Or.



MCEE SOLUTIONS PRIVATE LIMITED

TALARI SRIKANTH

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited.#503,5th 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 01/8/2022.

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 18000 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 01/8/2022. At the time of joining, you must submit the following documents.

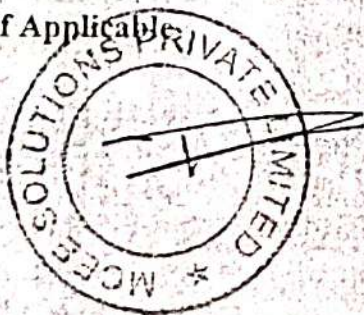
Five passport size photos

- 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

DR. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Vengal Rao (Nidhi), Guntur, A.P.

503, 5th 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: 21/2/2022

Name: DORAGARI SRIVAMSI

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. 18000/- 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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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

J. V. REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
D. T. LURUVARI PALEM
Maddurapet (Ndi), Guntur Dt.



DORAGARI SRIVAMSI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited.#503,5th 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 01/8/2022.

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 18000 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 01/8/2022. 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*

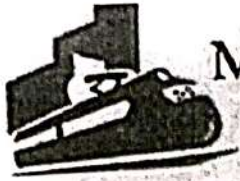
The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

*Note: If Applicable



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



MCEE SOLUTIONS PRIVATE LIMITED

Date: 21/2/2022

Subject: Letter for Training

Name: H YUVARAJ

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. 18000/- 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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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,

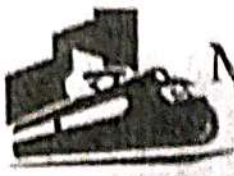
MCEE Solutions Private Limited.

Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Hyderabad (T.S.)

503, 5th Floor, Manzil Chamber, MehdiPatnam, Hyd.-28, T.S., INDIA.

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



H YUVARAJ

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited.#503,5th 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 01/8/2022.

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 18000 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 01/8/2022. At the time of joining, you must submit the following documents.

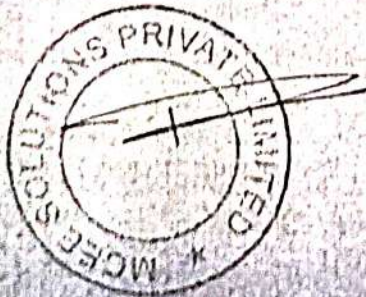
Five passport size photos

- 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

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

// 503, 5th 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: 21/2/2022

Name: KONKA MAMATHA

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. 18000/- 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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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

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

503, 5th Floor, Manzil Chamber, Mehdiapatnam, Hyd.-28, T.S., INDIA.

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



MCEE SOLUTIONS PRIVATE LIMITED

KONKA MAMATHA

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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 18000 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 01/8/2022. At the time of joining, you must submit the following documents.

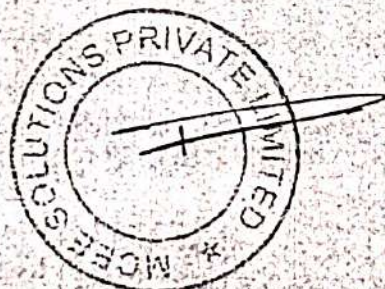
Five passport size photos

- 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



Principal

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

503, 5th 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: 21/2/2022

Name: NARIMI SUNEETHA

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. 18000/- 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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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
M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
NETTURIVARI PALEM
MARRAOPET (Mdi), Guntur Dt.



NARIMI SUNEETHA

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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 18000 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.

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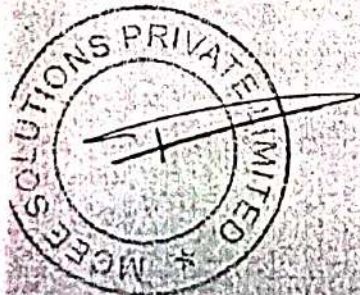
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Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Vengal Rao Pet (Md), Gunur

503, 5th Floor, Manzil Chamber, Mehdiapatnam, Hyd-28, T.S., INDIA.

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



Subject: Letter for Training

Date: 21/2/2022

Name: NAUPADA GANESH

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 OF
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM
Narasaraopet (Mdl), Guntur Dist.



MCEE SOLUTIONS PRIVATE LIMITED

NAUPADA GANESH

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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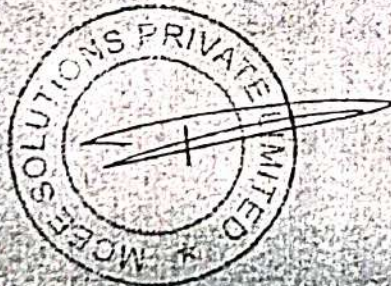
Five passport size photos

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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 Applica




Principal

A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLI RIVARI PALEM
Narasaraopeta, Dist. Guntur, Andhra Pradesh

503, 5th 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: 21/2/2022

Name: PALLAPU HARI KRISHNA

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,

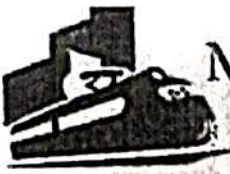
MCEE Solutions Private Limited


Principal

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

503, 5th Floor, Manzil Chamber, Mehdiapatnam, Hyd.-28, T.S., INDIA.

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



MCEE SOLUTIONS PRIVATE LIMITED

PALLAPU HARI KRISHNA

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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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

DR. J. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM
Narasaraopet (Midi), Guntur District

503, 5th 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: 21/2/2022

Name: P AKHIL

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

M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur Dist.



MCEE SOLUTIONS PRIVATE LIMITED

P AKHIL

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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Five passport size photos

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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 applica



Principal

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



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 21/2/2022

Name: SAKE JYOSHANA

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. 18000/- 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,


Principal

AM REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (M.D), Guntur Dist.



SAKE JYOSHANA

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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 18000 per month.

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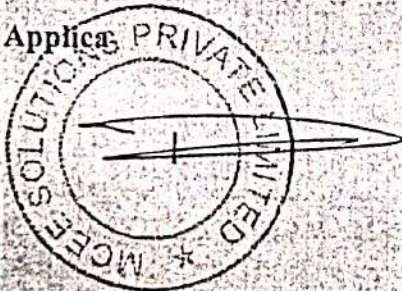
Five pas: port size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
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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 Applica



Principal

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Midi), Guntur (A.P.)

503, 5th 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: 21/2/2022

Name: THALLAPOGU USHA RANI

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. 18000/- 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.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM

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



MCEE SOLUTIONS PRIVATE LIMITED

THALLAPOGU USHA RANI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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Five passport size photos

- Address and Id-Proof (Aadhaar Card and PAN Card)
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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: I Applica

Principal

A PREJIDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETHURAVARI PALEM



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 21/2/2022

Name: VADIKE SHILPA

Dear Trainee,

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

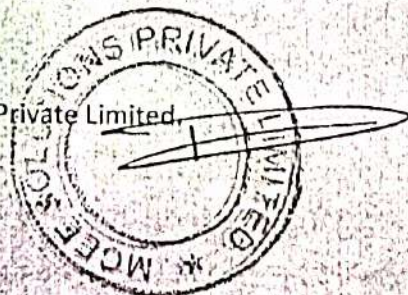
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited



Principal

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

503, 5th Floor, Manzil Chamber, Mehdipatnam, Hyd.-28, T.S., INDIA.

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



MCEE SOLUTIONS PRIVATE LIMITED

VADIKE SHILPA

Congratulations on joining MCEE Solutions Private Limited. Family

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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 01/8/2022. At the time of joining, you must submit the following documents.

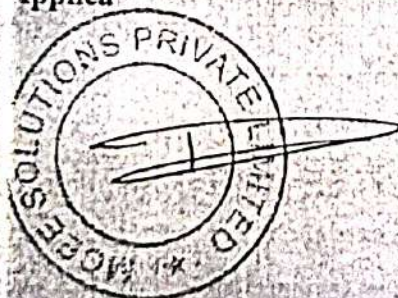
Five passport size photos

- 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



Principal

ANNIREDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM
Mehdipatnam (Md), Guntur Dt.

503, 5th 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: 21/2/2022

Name: BCDDU VAMSI KRISHNA

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. 18000/- 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
DECCAN RIVERIA PALLS
Hyderabad



MCEE SOLUTIONS PRIVATE LIMITED

BODDU VAMSI KRISHNA

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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 18000 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.

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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 Applica



Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETTURIVARI PALES
Narsaraopet (Mdl), Guntur

503, 5th 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: 21/2/2022

Name: GC.PU RAJYA LAKSHMI

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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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
PETLUR, VARI PALEM
Narasaraopet (Dist), Guntur, Dr

503, 5th Floor, Manzil Chamber, Mehdipatnam, Hyd-28, T.S., INDIA.

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



MCEE SOLUTIONS PRIVATE LIMITED

GOPU RAJYA LAKSHMI

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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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 Applica**



Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM
Varasraddi (Md), Guntur

503, 5th 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: 21/2/2022

Name: SIDDI VISHNUVARDHAN

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. N. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
NARSAPET (R.D.), Guntur (D)

503, 5th Floor, Manzil Chamber, Mehdipatnam, Hyd.-28, T.S., INDIA.

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



MCEE SOLUTIONS PRIVATE LIMITED

SIDDI VISHNUVARDHAN

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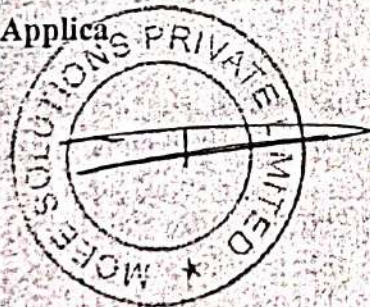
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- Last 3 months Pay Slips*

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

With Best Wishes!!!

*Note: I. Applica



Principal

REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Mehdiapatnam (Hyd), Guntur Dist.

503, 5th Floor, Manzil Chamber, Mehdiapatnam, Hyd-28, T.S., INDIA.
Tel. No. : +91 9985138643, E-mail: connect2razzak@gmail.com



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 21/2/2022

Name: YERESAM MAHESH

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,

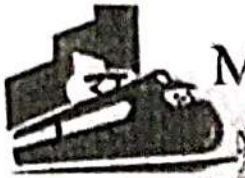
MCEE Solutions Private Limited


Principal

A. M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
NARASARAOPETA (M.D.), GUNTUR DISTRICT

503, 5th Floor, Manzil Chamber, Mehdiapatnam, Hyd.-28, T.S., INDIA.

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



MCEE SOLUTIONS PRIVATE LIMITED

YERESAM MAHESH

Congratulations on joining MCEE Solutions Private Limited. Family

We are delighted to offer you the position of Coding Analyst at MCEE Solutions Private Limited. #503, 5th 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 01/8/2022.

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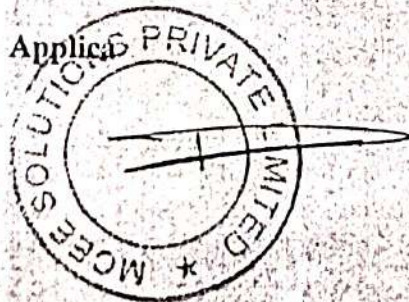
Five passport size photos

- 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: I. Applicant



Principal

AM REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Mehdipatnam (M.D), Guntur Dt

503, 5th Floor, Manzil Chamber, Mehdipatnam, Hyd.-28, T.S., INDIA.

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



ABI-SHOWATECH

INTENT LETTER

Date: 14/12/2021

To

Arika Manikumar

This letter is to confirm your offer at Abishowatech .Pvt.Ltd.

Joining formalities and project brief will be discussed in the orientation meeting. Looking forward for sincere and result oriented contribution to the company. We are happy to welcome you into our Abishowatech family.

Your first year CTC will be Rs-204000/, Date of joining will be given as soon as possible within 2 months.

For Abishowatech



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

Abishowatech.pvt.ltd,post- 632505, Pulivalam, Banavaram, Pul-iyalam, Tamil Nadu



INTENT LETTER

Date: 14/12/2021

To

Chinta Pavankumar

This letter is to confirm your offer at Abishowatech .Pvt.Ltd.
Joining formalities and project brief will be discussed in the orientation meeting. Looking forward for sincere and result oriented contribution to the company. We are happy to welcome you into our Abishowatech family.

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For Abishowatech



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

Abishowatech.pvt.ltd,post- 632505, Pulivalam, Banavaram, Pul-ivalam, Tamil Nadu



ABI-SHOWATECH

INTENT LETTER

Date: 14/12/2021

To

Chokkapu Sateesh

This letter is to confirm your offer at Abishowatech .Pvt.Ltd.

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For Abishowatech




Principal

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

Abishowatech.pvt.ltd,post- 632505, Pulivalam, Banavaram, Pul-ivalam, Tamil Nadu



ABI-SHOWATECH

INTENT LETTER

Date: 14/12/2021

To

Janni Ramu

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For Abishowatech



Principal

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

Abishowatech.pvt.ltd,post- 632505, Pulivalam, Banavaram, Pul-ivalam, Tamil Nadu



ABI-SHOWATECH

INTENT LETTER

Date: 14/12/2021

To

N.Bhargav

This letter is to confirm your offer at Abishowatech .Pvt.Ltd.
Joining formalities and project brief will be discussed in the orientation meeting. Looking forward for sincere and result oriented contribution to the company. We are happy to welcome you into our Abishowatech family.

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

Abishowatech.pvt.ltd,post- 632505, Pulivalam, Banavaram, Pul-ivalam, Tamil Nadu



INTENT LETTER

Date: 14/12/2021

To

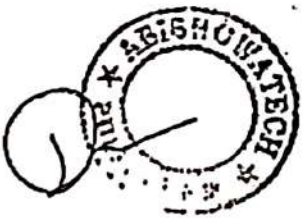
Sake Tharun

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

Abishowatech.pvt.ltd,post- 632505, Pulivalam, Banavaram, Pul-ivalam, Tamil Nadu



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: KAPUSETLA KALPANA

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 System Analyst 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. 19500/- 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,
DECCAN SOLUTIONS



Principal

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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: A SAINATH

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 System Analyst at DECCAN SOLUTIONS.

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Sincerely,
DECCAN SOLUTIONS



[Signature]
Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALE
Vijayawada, Andhra Pradesh



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: CHITRALA YERRISWAMY

Dear Trainee,

We are delighted to welcome you to 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



Dr. A. M. Reddy
A. M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
BETLURIVARI PALEM



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: REJETI NARENDRA

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 System Analyst at DECCAN SOLUTIONS.

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Sincerely,
DECCAN SOLUTIONS



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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: DODDI PAVAN 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 System Analyst at DECCAN SOLUTIONS.

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Principal

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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: VADDE JYOSTHNA

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (M.D.S.)



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: BASI SWATHI

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (M) Dist. Guddur Dist.

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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: CHEPURI RAMYA

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 System Analyst at DECCAN SOLUTIONS.

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DECCAN SOLUTIONS



Principal

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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: MEDARA PRABHAKAR

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal

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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: PATIL SHIVA PRASAD

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal

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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: GOPIREDDY DHARANI

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

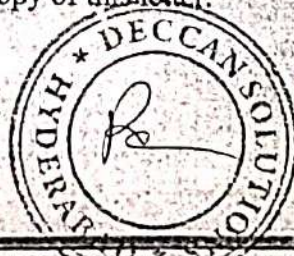
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Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALE
Maddurapet (T.S.) Dist. U



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: GUNJA ARUNTEJA

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

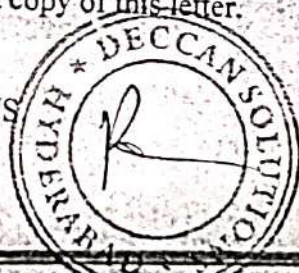
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A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: PALLA SIVA KOTESWARA RAO

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Eid) Guntur



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: PANDUGULA RAVINDRA REDDY

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: PATIL VINAY KUMAR

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



DECCAN SOLUTIONS

LETTER OF INTENT

Date: 21/12/2021

Name: PULLERU RENUKA

Dear Trainee,

We are delighted to welcome you to DECCAN SOLUTIONS.

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Principal

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



Subject: OFFER FOR EMPLOYMENT

Dear KONDAGORRI SANTHOSH,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

As discussed, your joining date will be **27th-June-22** and you shall report to the office at **9:30am**.

We request you to bring the following documents / Credentials at the time of Joining and submit to HR Department

- All your Academic Qualification documents (Degree or Certificates etc.)
- Copy of Passport, Aadhaar Card & PAN card
- Three passport size photographs
- Bank Passbook Details

We have immense pleasure in welcoming you as part of Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with HR for any further information.

For Thinksynq Solutions Pvt Ltd.,

Authorized signature

Principal

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

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.



Subject: OFFER FOR EMPLOYMENT

Dear PILLI DURGA BHAVANI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be INR Rs. 13500 /-

As discussed, your joining date will be **27th-June-22** and you shall report to the office at **9:30am**.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

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

ThinksynQ Solutions Pvt Ltd.,
Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.



Subject: OFFER FOR EMPLOYMENT

Dear AVULA SIVAPARVATHI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

As discussed, your joining date will be **27th-June-22** and you shall report to the office at **9:30am**.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.


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



Subject: OFFER FOR EMPLOYMENT

Dear A.ASHOK KUMAR,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as Trainee - Customer Support. Your place of posting will be at Bangalore.

Your monthly compensation would be INR Rs. 13500 /-

As discussed, your joining date will be 27th-June-22 and you shall report to the office at 9:30am.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.


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



Subject: OFFER FOR EMPLOYMENT

Dear G.PALSON,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as Trainee - Customer Support. Your place of posting will be at Bangalore.

Your monthly compensation would be INR Rs. 13500 /-

As discussed, your joining date will be 27th-June-22 and you shall report to the office at 9:30am.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.


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



Subject: OFFER FOR EMPLOYMENT

Dear JERRIPOTHULA LAKSHMI NARAYANA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.

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



Subject: OFFER FOR EMPLOYMENT

Dear CHALLAPALLI VANI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

As discussed, your joining date will be **27th-June-22** and you shall report to the office at **9:30am**.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.

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



Subject: OFFER FOR EMPLOYMENT

Dear C. PEDDAKKA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

As discussed, your joining date will be **27th-June-22** and you shall report to the office at **9:30am**.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.

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



Subject: OFFER FOR EMPLOYMENT

Dear M.VAMSI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be INR Rs. 13500 /-

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.


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



Subject: OFFER FOR EMPLOYMENT

Dear P.NARENDRA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

As discussed, your joining date will be **27th-June-22** and you shall report to the office at **9:30am**.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.

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



Subject: OFFER FOR EMPLOYMENT

Dear VUDUMULA SHANMUKHA NAIDU,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

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

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.



Subject: OFFER FOR EMPLOYMENT

Dear CHEVALA DEVI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.


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



Subject: OFFER FOR EMPLOYMENT

Dear KOLUSU GIRI PRASAD,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at **Bangalore**.

Your monthly compensation would be **INR Rs. 13500 /-**

As discussed, your joining date will be **27th-June-22** and you shall report to the office at **9:30am**.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.


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



Subject: OFFER FOR EMPLOYMENT

Dear THAKKELLA TEJASREE,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment as **Trainee - Customer Support**. Your place of posting will be at Bangalore.

Your monthly compensation would be INR Rs. 13500 /-

As discussed, your joining date will be **27th-June-22** and you shall report to the office at **9:30am**.

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For Thinksynq Solutions Pvt Ltd.,

Authorized signature

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

ThinksynQ Solutions Pvt Ltd.,

Third Floor at No.55, Yashas, 7th Cross, HMT Layout, Dinnur Main Road,
RT Nagar, Bangalore 560032.



Date: 14/3/2022

Dear Mellika 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 11 July 2022 in our Sailotech at Hyderabad. Your title will be Trainee Customer in Level (Trainee). The Management reserves the right to transfer you on any assignment in any unit/ department/associate concern of the Company anywhere 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.206,400. 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.

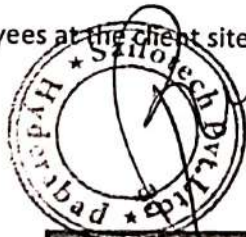
Further you are required to strictly maintain the secrecy and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration or terms of employment to any other employee of the Company or other public at large. If found revealing any of the above information,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



(Signature)
Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALE
Marsammeti, 500 082, Hyderabad



Date: 14/3/2022

Dear Ankam Mariya Dasu.

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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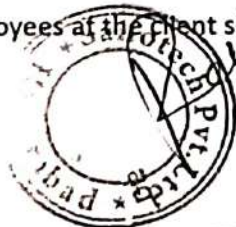
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Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY



Date: 14/3/2022

Dear Chimmilli Sririsha.

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

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



Date: 14/3/2022

Dear Srungavarapu Shiva Shankar Reddy.

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

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

Manager (M/D) Customer



Date: 14/3/2022

Dear Dudekula Rafi.

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

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Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY

Narasaraopet (Mdi), Guntur, Andhra Pradesh



Date: 14/3/2022

Dear T. Kiran Kumar.

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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A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY

Garasaraopet (Midi), Guntur Dist.