

26th October

2022 Bangalore

Dear S.Murali 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 **23rd January 2023** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **23rd January 2023** 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.

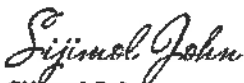
The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the 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



Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
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.

Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

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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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 23rd January 2023 .


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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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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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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 23rd January 2023 . 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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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 _____ 2023

_____ 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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26th October

2022 Bangalore

Dear Mangala Bhuvaneshwari,

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 **23rd January 2023** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **23rd January 2023** 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.

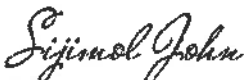
The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the 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



Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
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.

Tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

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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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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MURAVARI PALEM

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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.

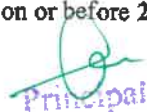
Survival

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 23rd January 2023 .


Principal

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PETLURIVARI PALEM
(M.D.) Guntur Dt.

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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.

Principal
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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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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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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 23rd January 2023 . 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
CHANNarayana RAJESWAR

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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 _____ 2023

_____ 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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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.

el. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

26th October

2022 Bangalore

Dear Shivakumar Gari Pavan,

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 **23rd January 2023** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **23rd January 2023** 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.



Sijamol John
Sr. Director – People and Culture


Principal

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

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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.

Principal

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PETLURIVARI PALEM
Narasaraopet (5th) Canteen

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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
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BETHURIVARI PALEM

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

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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 23rd January 2023 .


Principal

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PETLURIVARI PALEM

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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.


Principal
A.N. REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur (Dr.)

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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
Narasaraopet (Mdl), Guntur Dt.,

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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

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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 23rd January 2023. 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 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 _____ 2023

_____ 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
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Narasaraopet (Mdl), Guntur(Dt.)

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tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

26th October

2022 Bangalore

Dear Bedadhala Navya Sree,

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 Rarjan 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 **23rd January 2023** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **23rd January 2023** 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.

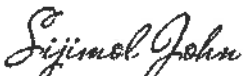
The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the 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



Principal

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

ADITI TECH CONSULTING PRIVATE LIMITED [Formerly known as Aditi Staffing India Private Limited]

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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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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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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 23rd January 2023 .

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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.


Principal
A.M REDDY MEMORIAL COLLEGE OF
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PETLURIVARI PALEM
Narasaraopeta

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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
Mangalore (Karnataka) India

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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

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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 23rd January 2023. 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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BETHENHALI

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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 _____ 2023

_____ 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
PETLURIYARI PALEM
Narazaraopet (Mdi), Guntur Dt.

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.com

26th October

2022 Bangalore

Dear Madaraju Prema Kumari,

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 **23rd January 2023** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **23rd January 2023** 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.

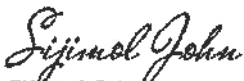
The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the 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



Principal

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

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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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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 23rd January 2023 .



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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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Narasaraopet (Mdl), Guntur(Dr

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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

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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 23rd January 2023 . 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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Mysuru, Karnataka, India

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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 _____ 2023

_____ 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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PETLURIVARI PALEM
Narasaraopet (Mdi), 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.

tel. +91 80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

26th October

2022 Bangalore

Dear Mukthapuram Sangeetha,

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 **23rd January 2023** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **23rd January 2023** 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.

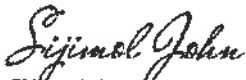
The Company has extended this offer to you based upon your general knowledge, background, experience, skills and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company specific information. As a condition of Internship with the 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



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

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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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 Narasaraopet (Rd), Guntur(Dr

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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 23rd January 2023.

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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.

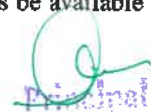
RETAINING AND ASSIGNING INVENTIONS AND ORIGINAL WORKS.

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.


Principal

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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

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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 23rd January 2023 . 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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BELLURU NARI 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 _____ 2023

_____ 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 (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.

tel. +91-80 4673 2300 / 01 | Email : corporate@aditiconsulting.com | CIN - U72200KA2015FTC080736 | www.aditiconsulting.com

26th October

2022 Bangalore

Dear Madhu Sudham Karri,

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 **23rd January 2023** or your actual date of joining for a period of **6 months**. In the event you fail to join on or before **23rd January 2023** 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.

Principal

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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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Narasaraopet (Mdl), Guntur (Dt)

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 23rd January 2023 .


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PETLURIVARI PALEM

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
ENGINEERING & TECHNOLOGY
PETLURIVARI, BALEH

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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

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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

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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 23rd January 2023. 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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BETHURVAHALLI, BANGALORE

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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 _____ 2023

_____ 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

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur (Dr)

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Date: 26 APR 2023

Ms. P.SANGEETHA.

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 1st NOV 2023 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

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ENGINEERING & TECHNOLOGY

RETIRED/PALEM

Principal (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.

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- 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

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Dr. M. V. RAO (M.A.), Guntur(Dt.,



Annexure -I
Compensation Structure

Name: P.SANGEETHA

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.


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Narasaraopet (dist), Guntur Dt

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Annexure - II
Roles & Responsibilities

Name: P.SANGEETHA

Designation: IT- Software Trainee

Grade: MI (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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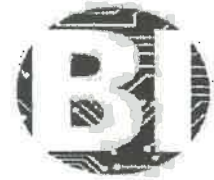

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Mail: manoj.nayee@boston.co.in, Web Site: www.bostonindia.in**



Date: 26 APR 2023

Mr. P.VAMSI KRISHNA.

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 1st NOV 2023 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.

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- 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.
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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.

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Narasaraopet (Mdi), Guntur Dt



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- 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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- 12.2. 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.
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- 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.
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- 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

Principal

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BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kuria 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
SURIYARI PALEM
Narasaraopet (Dist), Guntur (Dr .



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

6 of 8

BOSTON IT SOLUTIONS PVT LTD

LEVEL-6, TOWER 1& 2, Logitech Park, Andheri Kurla Road, Sakinaka, Andheri (East), MUMBAI-400 077, E.

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

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PART PALEM
Guntur(Dr.



Annexure -I
Compensation Structure

Name: P.VAMSI KRISHNA

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.

Principal

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PETLURIVARI PALEM

7 of 8

BOSTON IT SOLUTIONS PVT LTD

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



Annexure - II
Roles & Responsibilities

Name: P.VAMSI KRISHNA

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



Date: 26 APR 2023

Mr. S.VINOD.

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 1st NOV 2023 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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A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM

1 of 8

BOSTON IT SOLUTIONS PVT LTD

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



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.

Principal

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PETLURIVARI PALEM
Narasaraopet (M.D), 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.
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Principal



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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.
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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


Principal

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

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-Post: manoj.nayee@boston.co.in, Web Site: www.bostonindia.in



Annexure -I
Compensation Structure

Name: S.VINOD

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
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- Mediclaim : Covered under ESIC or Mediclaim Insurance for Self, Spouse and Two children, whichever is applicable.
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Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopeta (Jd), 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: S.VINOD

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 —

A handwritten signature in blue ink, appearing to be 'A.M. Reddy', written over the printed name of the Principal.

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

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.nayec@boston.co.in. Web Site: www.bostonindia.in



Date: 26 APR 2023

Ms. KOTHAMASU YAMINI.

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 1st NOV 2023 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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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.

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- 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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Dist. Guntur, Andhra Pradesh

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BOSTON IT SOLUTIONS PVT LTD

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Annexure -I
Compensation Structure

Name: KOTHAMASU YAMINI

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
- Mediclaime : Covered under ESIC or Mediclaime 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: KOTHAMASU YAMINI

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



Date: 26 APR 2023

Ms. SAKE KAVYA SRI.

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 1st NOV 2023 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.
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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.

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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.

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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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8.7. 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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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.

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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.

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.navee@boston.co.in, Web Site: www.bostonindia.in

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KURTAPALEM
Narasaraopet (Mdl), Guntur(Dr .



- 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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PARI PALEM
Sourapet (Hd), Guntur(Dt.)



Annexure -I
Compensation Structure

Name: SAKE KAVYA SRI

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.


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PETLURIYARI PALEM
Narasaraopet (Mdl), Guntur(D.T.)

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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



Annexure - II
Roles & Responsibilities

Name: SAKE KAVYA SRI

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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Narasaraopet (Midi), Guntur(Dt. ...)

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



Date: 24 APR 2023

Ms. SIVAKUMARGARI NAGENDRA 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 1st NOV 2023 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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TECHNOLOGY
RIVARI PALEM
Narasaraopet (M.D), Guntur Dt



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

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TILURIVARI PALEM
Tirupattur (Dist) Guntur (Dt)



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.

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apet (Aidi), Guntur Dt. .

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- 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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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
L E M
Paraoopet (Mdl), Guntur, Dr.**



Annexure -I
Compensation Structure

Name: **SIVAKUMARGARI NAGENDRA BABU** 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
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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.

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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.

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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.



Date: 24 APR 2023

Ms. ANKALU SIVA PRASAD.

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 1st NOV 2023 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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Narasaraopet (Midi), 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.
- 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



Annexure - II
Roles & Responsibilities

Name: SIVAKUMARGARI NAGENDRA BABU **Designation:** IT- Software Trainee
Grade: MI (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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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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Annexure -I
Compensation Structure

Name: ANKALU SIVA PRASAD
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: ANKALU SIVA PRASAD

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: 26 APR 2023

Ms. BUDDI DIVYASREE.

Private & Confidential

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 1st NOV 2023 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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Narasaraopet (M.D), Guntur Dt.



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.
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- 12.7. You herewith agree and undertake to abide by the information technology policies and rules framed by the Company from time to time.
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- 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-Mail: manoj.nayee@boston.co.in. Web Site: www.bostonindia.in

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PETLURIVARI PALEM
Narasaraopeta, Andhra Pradesh



Annexure -I
Compensation Structure

Name: BUDDI DIVYASREE

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.


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7 of 8

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Annexure - II
Roles & Responsibilities

Name: BUDDI DIVYASREE

Designation: IT- Software Trainee

Grade: MI (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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Date: 26 APR 2023

Ms. CHEREDDY DANALAKSHMI

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 1st NOV 2023 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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Guntur(Dt. G)**



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

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Narasaraopet (Md), Guntur Dt



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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Guntur(Dr.

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Annexure -I
Compensation Structure

Name: CHEREDDY DANALAKSHMI
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
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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.


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Annexure - II
Roles & Responsibilities

Name: CHEREDDY DANALAKSHMI

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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Date: 24 APR 2023

Ms. EDIGA NARENDRA.

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 1st NOV 2023 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.

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- 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.
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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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PETLURIVARI PALEM

Narasaraopet (Mdl), 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 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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ENGINEERING & TECHNOLOGY
NARASIPETA (A.P), GUNTUR Dt.



Annexure -I
Compensation Structure

Name: EDIGA NARENDRA

Designation: IT- Software Trainee

Grade: MI (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.


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PETTURIPADALEM
Paradipet (Maj), Guntur, Dr



Annexure - II
Roles & Responsibilities

Name: EDIGA NARENDRA

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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PETLURIVARI PALEM
Narasaraopeta (500), Guntur(Dt

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



Date: 26 APR 2023

Ms. GANIPINENI SUSHMA CHOWDARY.

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 **1st NOV 2023** 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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Narasaraopeta (M.S), Guntur Dt.



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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- 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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- 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.

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- 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.
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- 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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- 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.
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- 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

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.navec@boston.co.in. Web Site: www.bostonindia.in

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
Narasaraopeta, Dist. Guntur (Dt.)



Annexure -I
Compensation Structure

Name: GANIPINENI SUSHMA CHOWDARY **Designation: IT- Software Trainee**
Grade: MI (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.


Principal

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
MUMBAI



Annexure - II
Roles & Responsibilities

Name: GANIPINENI SUSHMA CHOWDARY **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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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopeta (Dist), Guntur Dt

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BOSTON IT SOLUTIONS PVT LTD

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



Date: 26 APR 2023

Ms. GOLLA SIRISHA.

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 1st NOV 2023 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

BOSTON IT SOLUTIONS PVT LTD

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Principal

A.M REDDY MEMORIAL COLLEGE OF
TECHNOLOGY
PETTURIVARI PALEM
Marasarsopet (55d), Guntur Dt.



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.

3 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

Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
DR. J. S. S. PALEM
Narasaraopet (Mdi), Guntur, D.



- 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.
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- 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.
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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

Principal

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



Annexure -I
Compensation Structure

Name: GOLLA SIRISHA

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
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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.


Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURU PALEM
Narasaraopeta (M.C.), Guntur (Dt)

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BOSTON IT SOLUTIONS PVT LTD

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



Annexure - II
Roles & Responsibilities

Name: GOLLA SIRISHA

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

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

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BOSTON IT SOLUTIONS PVT LTD

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



Date: 26 APR 2023

Ms. MODI NAMRATHA.

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 1st NOV 2023 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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Principal

1 of 8

BOSTON IT SOLUTIONS PVT LTD

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

Karasaipet (J&S), 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.

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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.
- 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.


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- 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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PETLURIVARI PALEM

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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: MODI NAMRATHA

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.

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Narasaraopet (Midi), Guntur(Dt)

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Annexure - II
Roles & Responsibilities

Name: MODI NAMRATHA

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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PETLURIVARI PALEM
Narasaraopeta (M.D), Guntur Dt.

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



Date: 24 APR 2023

Mr. PALLAPATI CHENNAKESAVA.

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 1st NOV 2023 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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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)

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- 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.

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

Principal
AM REDDY
Principal of
SOFTWARE ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdt), Guntur, Dr



Annexure -I
Compensation Structure

Name: PALLAPATI CHENNAKESAVA
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.


Principal

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

7 of 8

BOSTON IT SOLUTIONS PVT LTD

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



Annexure - II
Roles & Responsibilities

Name: PALLAPATI CHENNAKESAVA
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.

-----X-----


Principal

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

8 of 8

BOSTON IT SOLUTIONS PVT LTD

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



Date: 24 APR 2023

Ms. S SRUTHI.

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 1st NOV 2023 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

BOSTON IT SOLUTIONS PVT LTD

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

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 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

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURU KARI PALEM
Narasaraopeta, Cuntun Dr

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: S SRUTHI

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.


Principal

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PETLURMARI PALEM
Narasaraopet (R.R.) Guntur Dt

7 of 8

BOSTON IT SOLUTIONS PVT LTD

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



Annexure - II
Roles & Responsibilities

Name: S SRUTHI

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

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

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**



Date: 26 APR 2023

Ms. TIPPIREDDY GEETHA RAMYA.

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 1st NOV 2023 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.

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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.

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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.

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1 of 8

BOSTON IT SOLUTIONS PVT LTD

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Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
NARASARAOPET, PALEM
Narasaraopet, Andhra Pradesh



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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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.

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- 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.

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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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TECHNOLOGY
PETTURIVARTI PADEM
Narasaraopet, (M), Guntur Dt



- 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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Narasaraopeta, Guntur Dt.

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



Annexure -I
Compensation Structure

Name: TIPPIREDDY GEETHA RAMYA
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: TIPPIREDDY GEETHA RAMYA
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.

-----X-----


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



Date: 24 APR 2023

Mr. PATHI RAVI 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 1st NOV 2023 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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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.
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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)

Acceptance

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

Name:

Signature:

Date of Joining

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



Annexure -I
Compensation Structure

Name: PATHI RAVI 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
- 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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Narasaraopet (Mdl), Guntur(Dt.)



Annexure - II
Roles & Responsibilities

Name: PATHI RAVI 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-----

Principal

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

Narasaraopeta (Dist) Guntur (Dt)



Date: 24 APR 2023

Mr. PALLEBOINA MAHESH.

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 1st NOV 2023 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-

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

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Narasaraopet (55d), Guntur(Dt.)



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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A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY

PROF. P. V. RAO
Narasaraopet (Rd), Guntur (Dt.)



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, E-OGY

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A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING
UNIVERSITY PALEM
Narasaraopet (Dist), Guntur (Dr)



Annexure -I
Compensation Structure

Name: PALLEBOINA MAHESH

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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Note:

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Annexure - II
Roles & Responsibilities

Name: PALLEBOINA MAHESH

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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[Signature]
Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PALLEBOINA MAHESH
Narasaraopet (Dist), Guntur(Dt.)



Date: 24 APR 2023

Mr. MAHESWARA REDDY A.

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 1st NOV 2023 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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- 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

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

6 of 8

BOSTON IT SOLUTIONS PVT LTD

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



Annexure -I
Compensation Structure

Name: MAHESWARA REDDY A

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: MAHESWARA REDDY A

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

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



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: K.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:

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.

Dr. Prasad
REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
KAPASAPETA (Md), Guntur (Dr)



MCEE SOLUTIONS PRIVATE LIMITED

K.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 14/6/2023.

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 14/6/2023. 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



ARTHUNDEVI COLLEGE OF
ENGINEERING AND TECHNOLOGY
PETTURIVARI PALEM
Narasaraopet, Medak, Guntur(Dr .



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: D. PAVAN 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.
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
SRI REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopeta (M.D.), Guntur Dt.



MCEE SOLUTIONS PRIVATE LIMITED

D. PAVAN 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, 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 14/6/2023.

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 14/6/2023. At the time of joining, you must submit the following documents.

Five passport size photos

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

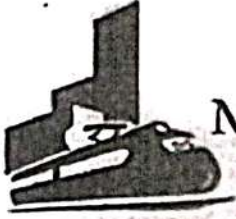
The interview board and I congratulate you and welcome you warmly. We are excited for you to join our team.

With Best Wishes!!!

*Note: If Applicable



Principal
A. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI, RALEM
Narasaraopet (G.O), GUNTUR Dt.



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: N. BHARATH 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.
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7. You will be eligible for seven casual leaves and five sick leaves during your training period. You will also be covered under the ESI act, 1948.
8. This offer of training is based on the information provided by you in your application. If the management finds out that any of this information is false or any relevant information has been withheld, your training will be liable to be terminated without any notice or compensation.

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

Sincerely,

MCEE Solutions Private Limited.

Principal

AMREDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETHURIVARI PALEM
AMREDDY (M.D.), GUDDUR



MCEE SOLUTIONS PRIVATE LIMITED

N. BHARATH 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, 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 14/6/2023.

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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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 14/6/2023. At the time of joining, you must submit the following documents.

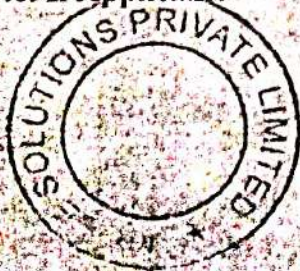
Five passport size photos

- 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. M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PEELURIVARI PALEM
Narasaraopet (Dist), Guntur Dt.



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: BAPATLA INDU

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
P. P. PURI VARI PALEM
Guntur Dt.



MCEE SOLUTIONS PRIVATE LIMITED

BAPATLA INDU

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 14/6/2023.

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 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



M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURU, HYDRABAD
Telangana



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: NULAKA NAGARJUNA

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

MCEE SOLUTIONS PRIVATE LIMITED

NULAKA NAGARJUNA

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 14/6/2023.

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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 14/6/2023. 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.

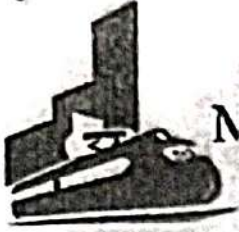
With Best Wishes!!!

*Note: If Applica



[Handwritten signature]

Principal
A.N. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURU, MEHDIPATNAM
HYDRABAD, T.S., INDIA



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: BATHULA SURYANARAYANA

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. REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM
Kurusampet (Mdi), Guntur Dt.



MCEE SOLUTIONS PRIVATE LIMITED

BATHULA SURYANARAYANA

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 14/6/2023.

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 14/6/2023. 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
M. R. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (M.d), 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: 08/2/2023

Name: KOPPULA JEEVAN KISHORE

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:

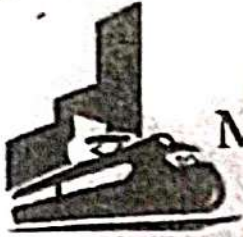
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited.

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



MCEE SOLUTIONS PRIVATE LIMITED

KOPPULA JEEVAN KISHORE

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With Best Wishes!!!

*Note: If Applica



Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETHURMARI PALEM
Narasaraopeta (M.D.), 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

Subject: Letter for Training

Date: 08/2/2023

Name: PIDATHALA ANGEL

Dear Trainee,

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

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

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

Sincerely,

MCEE Solutions Private Limited

Principal

REDDY MEMORIAL COLLEGE OF
ENGINEERING TECHNOLOGY
TURRIARI PALEM
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

PIDATHALA ANGEL

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 14/6/2023.

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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



Printed

KENNEDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
POTTURIVARI PALEMA
Mehdipatnam, Hyderabad



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: SHAIK GOWSYA

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

JAY HEDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETHURIVARI PALEM
Sarasaripet (Md), Guntur Dt.



MCEE SOLUTIONS PRIVATE LIMITED

SHAIK GOWSYA

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 14/6/2023.

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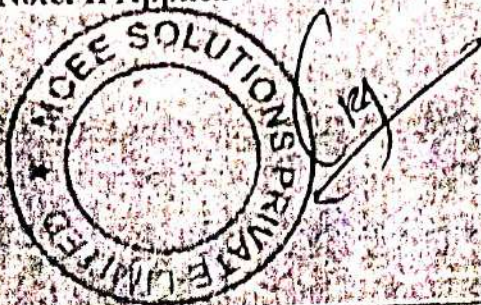
Five passport size photos

- Address and Id Proof (Aadhaar Card and PAN Card)
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- Last 3 months Pay Slips*

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

With Best Wishes!!!

*Note: If Applica



Principal
RAJNEEDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
TETTELURIVARI PALEM
Srisaibapeta, Guntur, Dt



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: N.SIVA PRASAD

Dear Trainee,

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

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

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

Sincerely,

MCEE Solutions Private Limited.

Principal
J. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Sarasaraopet (Mdl), Guntur Dt



MCEE SOLUTIONS PRIVATE LIMITED

N.SIVA PRASAD

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 14/6/2023.

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Five passport size photos

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

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

With Best Wishes!!!

*Note: If Applicable



Principal

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



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: KIRAN

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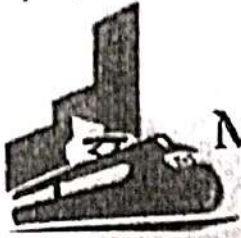
We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited.

Principal

M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM
Mirasarepet (Midi), Guntur Dt.



MCEE SOLUTIONS PRIVATE LIMITED

KIRAN

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 14/6/2023.

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

With Best Wishes!!!

*Note: If Applicable



Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Mansarovar (H.O.), Guntur, Dt.



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: PRANEETH 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:

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Sincerely,

MCEE Solutions Private Limited.

Principal

M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Maddurapalle (Mdi), 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

PRANEETH 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 14/6/2023.

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With Best Wishes!!!

*Note: If Applica



PRINCIPAL
REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narsaraopeta, Andhra Pradesh, India



MCEE SOLUTIONS PRIVATE LIMITED

Subject: Letter for Training

Date: 08/2/2023

Name: P.NEELAKANTA

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:

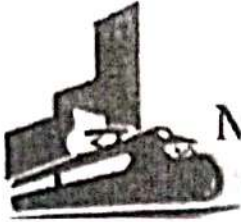
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We hope you will accept this offer and join us soon. Please let us know your decision by signing and returning a copy of this letter.

Sincerely,

MCEE Solutions Private Limited.

Principal
K. NEDDI MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PULLEPARTI PALA



MCEE SOLUTIONS PRIVATE LIMITED

P.NEELAKANTA

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 14/6/2023.

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 14/6/2023. 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. K. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
P. T. LUNDAWARI PALEM
170/2026 (100), Guntur Dt.



Offer: Computer Consultancy
Ref: TCSL/DT20223166409/Hyderabad
Date: 24/11/2022

Mr. Bhanu Prasad Avvaru
20-5-84.Naganna Gunta,
Sattenapalli,
Sattenapalli-522403,
Andra Pradesh.
Tel# 91-9515890465

Dear Bhanu Prasad Avvaru,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions).

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur, D



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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


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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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address affidavits etc.)

- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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Tata Consultancy Services Limited

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ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Md), Gun13th Di



GROSS SALARY SHEET

Annexure 1

Name	Bhanu Prasad Avvaru
Designation	Assistant System Engineer-Trainee
Institute Name	A.M. Reddy Memorial College Of Engineering And Technology

Table 1: Compensator Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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


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Confidentially and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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


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10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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


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Offer: Computer Consultancy
Ref: TCSL/DT20223074988/Hyderabad
Date: 24/11/2022

Ms. Durga Bhavani Podili
1-9-11/1, Back Side Of Tirupathamma TempleBarampet,
Narasaraopet,
Narasaraopet-522601,
Andhra Pradesh.
Tel# -9989393301

Dear Durga Bhavani Podili,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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WARRI PALE

Warri, Guntur



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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


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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

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

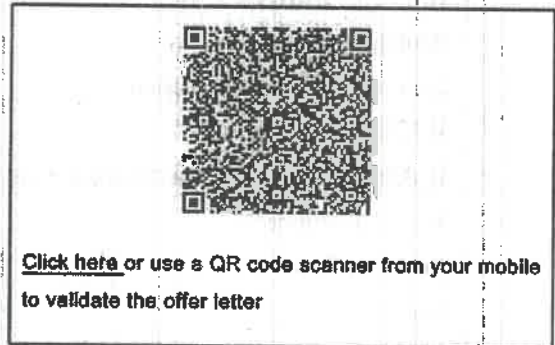
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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GROSS SALARY SHEET

Annexure 1

Name	Durga Bhavani Podili
Designation	Assistant System Engineer-Trainee
Institute Name	A.M. Reddy Memorial College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

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Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working In SBWS Framework:

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

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

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

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

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Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
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PETLURIVARI PALKI
Narasaraopet (Mdi), Guntur D. 18



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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


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10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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


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Offer: Computer Consultancy
Ref: TCSL/DT20229875527/Hyderabad
Date: 24/11/2022

Ms. Revathi Mallala
1-117/A,
Govindapuram,
Govindapuram-522616,
Andhra Pradesh.
Tel# 91-8367443035

Dear Revathi Mallala,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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


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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL in spite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

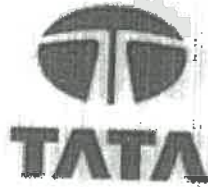
Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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PETLURIVARI PALEM
Narasaraopet (Md), Guntur(Dr)



22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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


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Withdrawal of Offer

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

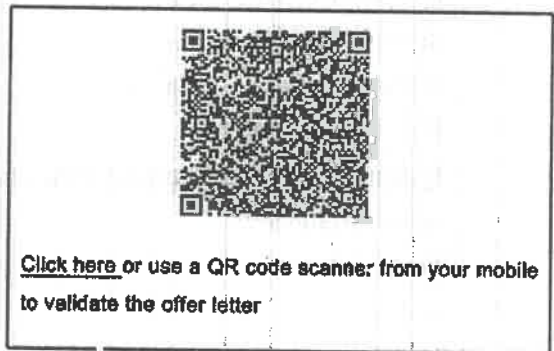
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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GROSS SALARY SHEET

Annexure 1

Name	Revathi Mallala
Designation	Assistant System Engineer-Trainee
Institute Name	A.M. Reddy Memorial College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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


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

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

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Offer: Computer Consultancy
Ref: TCSL/DT20222948422/Hyderabad
Date: 24/11/2022

Ms. Pushparani Ongolu
3-15Sc Colony,
Gopuvaripalem,
Vinukonda-522658,
Andhrapradesh.
Tel# -9052829016

Dear Pushparani Ongolu,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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Narasaraopet (Mdl), Guntur(Dr



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

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

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

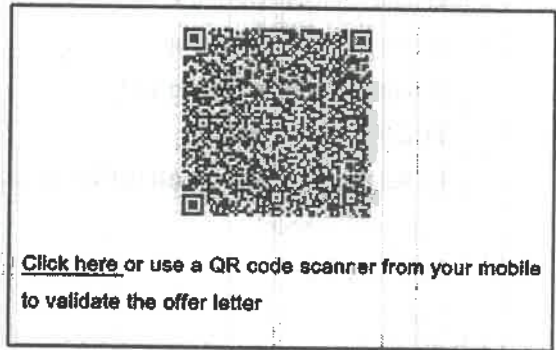
We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP

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



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GROSS SALARY SHEET

Annexure 1

Name	Pushparani Ongolu
Designation	Assistant System Engineer-Trainee
Institute Name	A.M. Reddy Memorial College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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

(Signature)
Principal

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PETLURIVARI PALEM
Narasaraopet (Mdl),Guntur,Dr.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working In SBWS Framework:

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

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

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

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

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

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

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

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

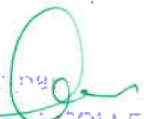
(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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


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10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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



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Offer: Computer Consultancy
Ref: TCSL/DT20223062279/Hyderabad
Date: 24/11/2022

Ms. Geetha Sravanthi Talatala
H.No 1-74 . Ysr Statue 2nd Line Main Road,
Ysr Statue Line,
Atchampeta-522409,
Andhrapradesh.
Tel# 91-7842288992

Dear Geetha Sravanthi Talatala,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms & Conditions).

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DR. PETLURU SRI PALEM
Narasimha Rao Centre, Dr.



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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MADRASARAPPET (Siddi), Guntur Dt



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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Guntur, A.P.



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India
Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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HYDRABAD



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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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


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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

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

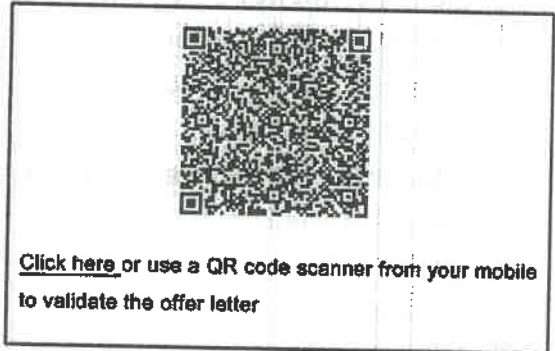
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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GROSS SALARY SHEET

Annexure 1

Name	Geetha Sravanthi Talatala
Designation	Assistant System Engineer-Trainee
Institute Name	A.M. Reddy Memorial College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600139</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFI House, G.S. Road, Dispur, Guwahati - 781006, Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigeriya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India</p>	

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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


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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working In SBWS Framework:

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

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

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

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

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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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


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

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TCSL/DT20223062279

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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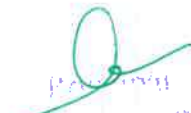
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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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


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



Offer: Computer Consultancy
Ref: TCSL/DT20223072785/Hyderabad
Date: 24/11/2022

Mr. Penumala Ratna Kishore
2nd BlockJupalli Center,Petlurivaripalem,
Narsaraopeta,
Narsaraopeta-522601,
Andhra Pradesh.
Tel# -9949856637

Dear Penumala Ratna Kishore,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be ₹3,36,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto Rs.60,000 during the first year. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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PETLURIVARI PALEM
Narsaraopet (Mdl), Guntur(Dr)



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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

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Narasaraopet (Add), Guntur, Or

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PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

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Narasaraopet (M.D), Guntur, Dt



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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

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JAYALURIVARI PALEM
JAYASARABOPATI (M.H.) GUNTUR, DR



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.

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PETLURIVARI PALEM
Narasaraopeta (Mdi), Guntur (Dt.)



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

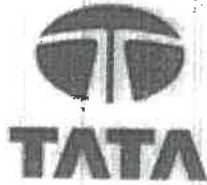
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a

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

9. Confidentiality Agreement

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

10. Service Agreement

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

11. Work in SBWS mode

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

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

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12. Overseas International Assignment Agreement

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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

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16. Retirement

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

17. Pre-employment Medical Certificate

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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,

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NARSIPET (M.D.), GUNTUR Dt



- address affidavits etc.)
- Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

21. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081, India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1 800 209 3111 Email: careers@tcs.com

Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY

PETLURIVARI PALE

Narasaraopet (Midi), Guntur Dist



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

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

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Withdrawal of Offer

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

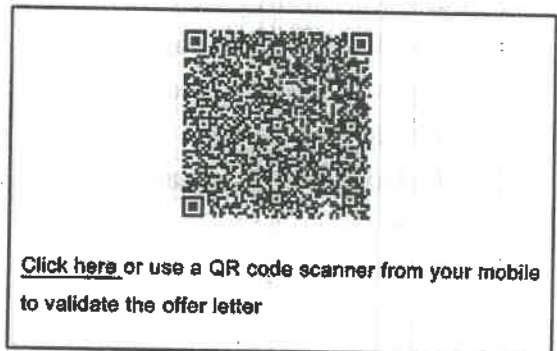
Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team


Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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


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GROSS SALARY SHEET

Annexure 1

Name	Penumala Ratna Kishore
Designation	Assistant System Engineer-Trainee
Institute Name	A.M. Reddy Memorial College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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

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Annexure 2

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


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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working In SBWS Framework:

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

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

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

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

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18
Guntur, Andhra Pradesh



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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

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Dr. P. S. S. REDDY
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Narasaraopet (Mdl), Guntur (Dr)



10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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

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

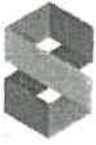

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Date: 03/1/2023

Dear J. SARATH 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.

1. Date of joining, posting & location .

We look forward to you joining in on 01 June 2023 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 any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of Rs.2, 10,002. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Polices and Guidelines of the Company presently applicable and as may be modified from time to time.

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

3. Hours of Work

3.1. A working day shall comprise of nine hours.

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

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



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Date: 03/1/2023

Dear DASARI NAGAMALLI

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 01 June 2023 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 any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

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



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PETLURIVARI PALEM





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Date: 03/1/2023

Dear SYED TABREZ

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 01 June 2023 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 any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

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3. Hours of Work

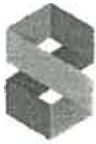
3.1. A working day shall comprise of nine hours.

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

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



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Date: 03/1/2023

Dear BUDDOLLA HEMALATHA

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 01 June 2023 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 any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of Rs.2, 10,002. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Polices and Guidelines of the Company presently applicable and as may be modified from time to time.

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

3. Hours of Work

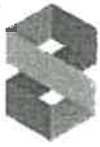
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**A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Md), Guntur Dt**



Date: 03/1/2023

Dear CHANGALA ARAVIND

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 01 June 2023 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 any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

2. Compensation

You shall be entitled to an all-inclusive annual gross compensation of Rs.2, 10,002. A detailed break up of your compensation structure to given in the Annexure (1) to this letter. The Compensation package shall be governed by the Polices and Guidelines of the Company presently applicable and as may be modified from time to time.

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

3. Hours of Work

3.1. A working day shall comprise of nine hours.

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

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





SAILOTECH[®]
Transform Forward, Faster

Date: 03/1/2023

Dear MATHI BALANAGAVENKATAPRASANTH

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 01 June 2023 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 any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

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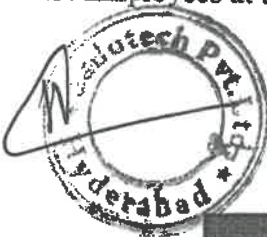
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3.3. Employees at the client site shell follow the working hours as applicable at client site.



Principal

A.M REDDY MEMORIAL COLLEGE OF

PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur Dt



Date: 03/1/2023

Dear REBBA GOPI

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 01 June 2023 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 any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

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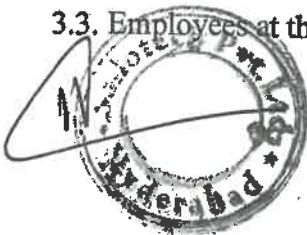
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Principal

A.M REDDY MEMORIAL COLLEGE OF

PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur(Dt



SAILOTECH
Transform Forward. Faster

Date: 03/1/2023

Dear TADIMALLA VENKATA RAO

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 01 June 2023 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 any where in India or Abroad, as it may consider necessary, in its absolute, discretion, from time to time, subject to the provision that your remuneration and o other facilities will not be adversely erected.

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Principal

A.M.REDDY MEMORIAL COLLEGE OF

PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur(Dr



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Sunil.B

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.

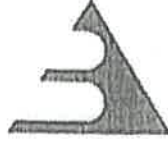
Your first year CTC will be Rs-211200/, Date of joining will be given as soon as possible within 2 months.

For Abishowatech



Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu

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



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Jayachandra.B

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-211200/, 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(Dr.)**

Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Ramakanth Reddy.G

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 (Midi), Guntur(Dt. ...**

Abishowatech.pvt.ltd;post - 632505, Pullivalam, Banavaram, Pullivalam, Tamil Nadu



INTENT LETTER
Date:01/01/2023

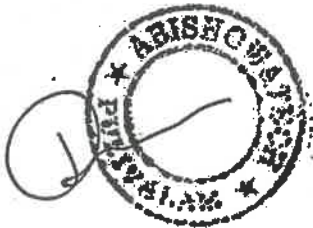
To
Mahesh Babu.G

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-211200/, 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
Narsaraopet (M.C.), Guntur Dt .**

Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Yehoshuva.K

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-211200/, 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 (Mdt), Guntur(Dt),

Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu



INTENT LETTER
Date:01/01/2023

To
Minna Rao.K

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(Dt.,

Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Eswara Rao.P

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-211200/, Date of joining will be given as soon as possible within 2 months.

For Abishowatech



Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu

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



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Satheesh.S

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-211200/, Date of joining will be given as soon.as possible within 2 months.

For Abishowatech



Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu


Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVAKI PALEM
M.S. ROAD, (P.O. (M)), Guntur Dt



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Bharath Kumar.S

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-211200/, Date of joining will be given as soon as possible within 2 months.

For Abishowatech



Abishowatech.pvt.ltd,post - 632505, Pulvalam, Banavaram, Pulivalam, Tamil Nadu

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



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Kiran Kumar.T

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-211200/, Date of joining will be given as soon as possible within 2 months.

For Abishowatech



Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu

Principal

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



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Krishna Rao.T

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-211200/, Date of joining will be given as soon as possible within 2 months.

For Abishowatech



Principal

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

Abishowatech.pvt.ltd,post - 632505, Pulivalam, Banavaram, Pulivalam, Tamil Nadu



ABI-SHOWATECH

INTENT LETTER

Date:01/01/2023

To

Harshavardhan.V

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-211200/, 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 (Mdt), Guntur(Dt .)

Abishowatech.pvt.ltd,post - 632505, Pullivalam, Banavaram, Pullivalam, Tamil Nadu



Regarding Campus Drive Offers

Inbox

Search for all messages with label Inbox

Remove label Inbox from this conversation



hr@gentechagro.com

Mon, Dec 5, 2022,
9:22 PM

to me

Dear Sir,

We are pleased to inform you that the following members have been selected for the position of Field Assistant with a CTC of Rs. 1,80,000.

1. Chinta Vishnu Datta
2. Venkatesh Appisetty
3. Niranjana Mopuri
4. Venkata Shithya
5. G Brahmam
6. Srinivasulu Vadde
7. Ashok Kumar M
8. V Naveen
9. Pavan Kumar Reddy
10. T Jenny Stella

These students are advised to report at our Hyderabad office on Wednesday by 11 am and the address is as follows;

Gentech Crop Sciences Private Limited, Plot No: 30, 2nd Floor, SS Complex, Hyderabad-500070, Telangana, India.

Best Regards,

Human Resources,

Gentech Crop Sciences Private Limited.

Principal

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



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear S.VINOD ,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

As discussed, your joining date will be on **1st May 2023** and you shall report to at our Branch Office at **09.30 am**. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to HR Department on the day you Join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer (If Experienced)
- Copy of Salary Certificate/Last three months Salary Slip (If Experienced)
- Experience Certificate from previous employments (If Experienced)
- Proof of Address
- Copy of Passport, Aadhaar Card & PAN card
- Three passport size photographs

We welcome you in Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Anupriya Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

Principal

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



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear T.RAVI TEJA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

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- Three passport size photographs

We welcome you in Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Anupriya Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory


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

ThinksynQ Solutions Pvt Ltd.,

"Sai Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear Y.RAMA KRISHNA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

As discussed, your joining date will be on **1st May 2023** and you shall report to at our Branch Office at **09.30 am**. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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- Three passport size photographs

We welcome you in Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Anupriya Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

Principal

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

ThinksynQ Solutions Pvt Ltd.,

"Sai Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.

thinksynq

Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear CH.MANIKANTA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as Executive - Customer Support. Your place of posting will be at Chennai.

Your TCTC per month including all other benefits will be INR Rs. 14000 /-.

As discussed, your joining date will be on 1st May 2023 and you shall report to at our Branch Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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- Three passport size photographs

We welcome you in Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Anupriya Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,



Authorised Signatory



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

ThinksynQ Solutions Pvt Ltd.,

"Sai Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear V.SRINIVASA RAO,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be INR Rs. **14000 /-**.

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- Three passport size photographs

We welcome you in Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Anupriya Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory


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

ThinksynQ Solutions Pvt Ltd.,

"Sal Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear G. LAKSHMI NARAYANA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

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- Copy of Salary Certificate/Last three months Salary Slip (If Experienced)
- Experience Certificate from previous employments (If Experienced)
- Proof of Address
- Copy of Passport, Aadhaar Card & PAN card
- Three passport size photographs

We welcome you in Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Anupriya Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

Principal
A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURU, VARI PALEM
Narasaraopeta (Dist), Guntur(Dt. ...)

ThinksynQ Solutions Pvt Ltd.,

"Sai Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear P. ANUSHA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at Chennai.

Your TCTC per month including all other benefits will be INR Rs. 14000 /-.

As discussed, your joining date will be on 1st May 2023 and you shall report to at our Branch Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

We request you to bring the following documents / Credentials at the time of Joining and submit these documents to HR Department on the day you Join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Relieving letter from your previous employer (If Experienced)
- Copy of Salary Certificate/Last three months Salary Slip (If Experienced)
- Experience Certificate from previous employments (If Experienced)
- Proof of Address
- Copy of Passport, Aadhaar Card & PAN card
- Three passport size photographs

We welcome you in Thinksynq family and wish you a rewarding career ahead. Please feel free to get in touch with Ms. Anupriya Senior Executive - HR at any time for any further information.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURU, SRI PALEM
Narasaraopeta (Dist), Guntur(Dt)



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear M. LAKSHMI BAI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at Chennai.

Your TCTC per month including all other benefits will be INR Rs. 14000 /-.

As discussed, your joining date will be on 1st May 2023 and you shall report to at our Branch Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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Sincerely,

Authorised Signatory


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



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear **CHEREDDY DANALAKSHMI**,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

As discussed, your joining date will be on **1st May 2023** and you shall report to at our Branch Office at **09.30 am**. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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Sincerely,

Authorised Signatory

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



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear CHINNAPUREDDY ANUSHA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be INR Rs. **14000 /-**.

As discussed, your joining date will be on 1st May 2023 and you shall report to at our Branch Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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Sincerely,

Authorized Signatory


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

ThinksynQ Solutions Pvt Ltd.,

"Sai Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka, Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear DEVARAKONDA TEJASWANI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be INR Rs. **14000 /-**.

As discussed, your joining date will be on 1st May 2023 and you shall report to at our Branch Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

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



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear GANIPINENI SUSHMA CHOWDARY,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

As discussed, your joining date will be on **1st May 2023** and you shall report to at our Branch Office at **09.30 am**. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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- Three passport size photographs

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

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

ThinksynQ Solutions Pvt Ltd.,

"Sai Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear KAIPU VENKATA NAGA BHARATHI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at Chennai.

Your TCTC per month including all other benefits will be INR Rs. 14000 /-.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

Principal

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

ThinksynQ Solutions Pvt Ltd.,

"Sai Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear KONCHA NANDANAJYOTHI ,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as Executive - Customer Support. Your place of posting will be at Chennai.

Your TCTC per month including all other benefits will be INR Rs. 14000 /-.

As discussed, your joining date will be on 1st May 2023 and you shall report to at our Branch Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

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

ThinksynQ Solutions Pvt Ltd.,

"Sal Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear KONETI TRIVENI ,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

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- Three passport size photographs

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Sincerely,

Authorised Signatory

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

ThinksynQ Solutions Pvt Ltd,

"Sei Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear **NANDIPATI SIVA JYOTHI,**

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

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Sincerely,

Authorised Signatory

Principal

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

ThinksynQ Solutions Pvt Ltd.,

"Sei Sadhan" Plot No: TS125, SIDCO Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai - 600 032.



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear PERAM SRAVANTHI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at **Chennai**.

Your TCTC per month including all other benefits will be **INR Rs. 14000 /-**.

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We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

Authorised Signatory

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



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear SAKE AKHILA,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at Chennai.

Your TCTC per month including all other benefits will be INR Rs. 14000 /-.

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Sincerely,

Authorised Signatory


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



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear SAMRASU RAMADEVI,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as Executive - Customer Support. Your place of posting will be at Chennai.

Your TCTC per month including all other benefits will be INR Rs. 14000 /-.

As discussed, your joining date will be on 1st May 2023 and you shall report to at our Branch Office at 09.30 am. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with a detailed salary break up.

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Sincerely,

Authorised Signatory

Principal

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



Date: 31-01-2023

Subject: OFFER FOR EMPLOYMENT

Dear Geeta Ramya,

With reference to your application and subsequent interview we had with you. We are pleased to offer you employment in our organization as **Executive - Customer Support**. Your place of posting will be at Chennai.

Your TCTC per month including all other benefits will be INR Rs. 14000 /-.

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Sincerely,

Authorised Signatory

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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: B. SUNIL

Congratulations! We are pleased to confirm that you have been selected to work for **TAG TECHNOLOGIES PVT LTD**. We are delighted to make you the following job offer.

The position we are offering to you is trainee at a monthly salary of Rs.17500/ and your working hours will be like rotational shifts on weekly basis.

Benefits for the position include:

- Benefit A(Casual Leave of 12days per annum)
- Benefit B(Provident fund will be Provided)
- Benefit C(Extra Salary will be provided for OT)

We would like you to start work from 08-08-2023 CHENNAI. Please report to HR A. SIVAKOTIAH CHARI, for documentation and orientation. If this date is not acceptable, please contact HR immediately.

We are confident you will be able to make a significant contribution to the success of our **TAG TECHNOLOGIES PVT LTD** and look forward to working with you.

Sincerely,

14/8/23
Date of Joining

A. Sivakotiah Chari

A.SIVAKOTIAHCHARI
HR (Recruitment)
HR RECRUITER

S V ENTERPRISES
TADA, Kandriga (M) Tirupathi (Dt)
Andhra Pradesh-524401

A.M. Reddy
Principal

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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: G. RAMAKANTH REDDY

Congratulations! We are pleased to confirm that you have been selected to work for TAG TECHNOLOGIES PVT LTD. We are delighted to make you the following job offer.

The position we are offering to you is trainee at a monthly salary of Rs.17500/ and your working hours will be like rotational shifts on weekly basis.

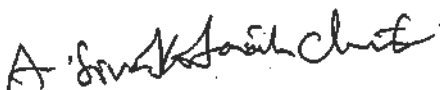
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Sincerely,



A.SIVAKOTIAHCHARI
HR (Recruitment)
HR RECRUITER

S V ENTERPRISES
TADA, Kandriga (M) Tirupathi (Dt)
Andhra Pradesh-524401

14/8/23
Date of Joining

Principal

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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: G. MAHESH BABU

Congratulations! We are pleased to confirm that you have been selected to work for **TAG TECHNOLOGIES PVT LTD**. We are delighted to make you the following job offer.

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Sincerely,

14/8/23
Date of Joining

A. Siva Kishan Chari

A.SIVAKOTIAHCHARI

HR (Recruitment)

HR RECRUITER

S V ENTERPRISES

TADA, Kandriga (M) Tirupathi (Dt)

Andhra Pradesh-524401

[Signature]
Principal

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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: J. THARUN

Congratulations! We are pleased to confirm that you have been selected to work for TAG TECHNOLOGIES PVT LTD. We are delighted to make you the following job offer.

The position we are offering to you is trainee at a monthly salary of Rs.17500/ and your working hours will be like rotational shifts on weekly basis.

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Sincerely,

14/8/23
Date of Joining

A Siva Kotiah Chari

A.SIVAKOTIAIAHCHARI
HR (Recruitment)
HR RECRUITER
S V ENTERPRISES
TADA, Kandriga (M) Tirupathi (Dt)
Andhra Pradesh-524401

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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: KOLAKA MINNARAO

Congratulations! We are pleased to confirm that you have been selected to work for TAG TECHNOLOGIES PVT LTD. We are delighted to make you the following job offer.

The position we are offering to you is trainee at a monthly salary of Rs.17500/ and your working hours will be like rotational shifts on weekly basis.

Benefits for the position include:

- Benefit A(Casual Leave of 12days per annum)
- Benefit B(Provident fund will be Provided)
- Benefit C(Extra Salary will be provided for OT)

We would like you to start work from 08-08-2023 CHENNAI. Please report to HR A. SIVAKOTIAH CHARI, for documentation and orientation. If this date is not acceptable, please contact HR immediately.

We are confident you will be able to make a significant contribution to the success of our TAG TECHNOLOGIES PVT LTD and look forward to working with you.

Sincerely,

06/09/2023
Date of Joining

A.SIVAKOTIAHCHARI

HR (Recruitment)

HR RECRUITER

S V ENTERPRISES

TADA, Kandriga (M) Tirupathi (Dt)
Andhra Pradesh-524401

Principal

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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: PUVVALA SSWARAO

Congratulations! We are pleased to confirm that you have been selected to work for TAG TECHNOLOGIES PVT LTD. We are delighted to make you the following job offer.

The position we are offering to you is trainee at a monthly salary of Rs.17500/ and your working hours will be like rotational shifts on weekly basis.

Benefits for the position include:


- Benefit A(Casual Leave of 12days per annum)
- Benefit B(Provident fund will be Provided)
- Benefit C(Extra Salary will be provided for OT)

We would like you to start work from 08-08-2023 CHENNAI. Please report to HR A. SIVAKOTIAH CHARI, for documentation and orientation. If this date is not acceptable, please contact HR immediately.

We are confident you will be able to make a significant contribution to the success of our TAG TECHNOLOGIES PVT LTD and look forward to working with you.

Sincerely,

06/9/2023
Date of Joining


A.SIVAKOTIAHCHARI
HR (Recruitment)
HR RECRUITER
S V ENTERPRISES
TADA, Kandriga (M) Tirupathi (Dt)
Andhra Pradesh-524401


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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: SARAJ SATHESH

Congratulations! We are pleased to confirm that you have been selected to work for **TAG TECHNOLOGIES PVT LTD**. We are delighted to make you the following job offer.

The position we are offering to you is trainee at a monthly salary of Rs.17500/ and your working hours will be like rotational shifts on weekly basis.

Benefits for the position include:

- Benefit A(Casual Leave of 12days per annum)
- Benefit B(Provident fund will be Provided)
- Benefit C(Extra Salary will be provided for OT)

We would like you to start work from 08-08-2023 CHENNAI. Please report to HR A. SIVAKOTIAH CHARI, for documentation and orientation. If this date is not acceptable, please contact HR immediately.

We are confident you will be able to make a significant contribution to the success of our **TAG TECHNOLOGIES PVT LTD** and look forward to working with you.

Sincerely,

A. Sivakotiah Chari
 HR RECRUITER

S V ENTERPRISES
 TADA, Kandriga (M) Tirupathi (Dt)
 Andhra Pradesh-524401
 A.SIVAKOTIAHCHARI

HR (Recruitment)
 HR RECRUITER
 (IC) Tirupathi (Dt)
S V ENTERPRISES
 TADA, Kandriga (M) Tirupathi (Dt)
 Andhra Pradesh-524401

06/9/23
 Date of Joining

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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: Tadangi Kiran Kumar

Congratulations! We are pleased to confirm that you have been selected to work for TAG TECHNOLOGIES PVT LTD. We are delighted to make you the following job offer.

The position we are offering to you is trainee at a monthly salary of Rs.17500/ and your working hours will be like rotational shifts on weekly basis.

Benefits for the position include:

- Benefit A(Casual Leave of 12days per annum)
- Benefit B(Provident fund will be Provided)
- Benefit C(Extra Salary will be provided for OT)

We would like you to start work from 08-08-2023 CHENNAI. Please report to HR A. SIVAKOTIAH CHARI, for documentation and orientation. If this date is not acceptable, please contact HR immediately.

We are confident you will be able to make a significant contribution to the success of our TAG TECHNOLOGIES PVT LTD and look forward to working with you.

Sincerely,

06/09/2023
Date of Joining


A.SIVAKOTIAHCHARI

HR (Recruitment)
HR RECRUITER
S V ENTERPRISES
TADA, Kandriga (M) Tirupathi (Dt)
Andhra Pradesh-524401


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



TAG TECHNOLOGIES PVT LTD,
ORAGADAM,
CHENNAI - 603109

LETTER OF INTENT

Dear [Mr./Miss./Mrs./Ms.]: TOYAKA KRISHNA RAO

Congratulations! We are pleased to confirm that you have been selected to work for TAG TECHNOLOGIES PVT LTD. We are delighted to make you the following job offer.

The position we are offering to you is trainee at a monthly salary of Rs.17500/ and your working hours will be like rotational shifts on weekly basis.

Benefits for the position include:


- Benefit A(Casual Leave of 12days per annum)
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We would like you to start work from 08-08-2023 CHENNAI. Please report to HR A. SIVAKOTIAH CHARI, for documentation and orientation. If this date is not acceptable, please contact HR immediately.

We are confident you will be able to make a significant contribution to the success of our TAG TECHNOLOGIES PVT LTD and look forward to working with you.

Sincerely,

08/08/2023
Date of Joining


A. SIVAKOTIAH CHARI
HR (Recruitment)
HR RECRUITER
S V ENTERPRISES
TADA, Kandriga (M) Tirupathi (Dt)
Andhra Pradesh-524401


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

19th August 2023

Sunkara VINOD kumar
Hyderabad

Dear Sunkara VINOD kumar,

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our Connect Business Solutions Limited Offices / Centre for a period of 12 Months from Date of Joining. You shall report to the training on or before 19th August 2023 failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at Hyderabad. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same, you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company, you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training within 6 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 6 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

CONNECT BUSINESS SOLUTIONS LIMITED

REGD. OFFICE: Quess House, 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore - 560103, Karnataka, India | TEL: +91 80 6105 6001

CORPORATE OFFICE: 1-8-371, Gowra Trinity, Chiran Fort Lane, Begumpet, Hyderabad - 500003, Telangana, India | TEL: +91 40 66387045 | FAX: +91

40 66387032 C.IN. U64200KA1995PLC148924, www.connectcorp.com

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

S. Vinod Kumar

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	10762
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5 % of the Basic Stipend)	538
C. Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	180
D. GROSS STIPEND (A+B)	11300
E. Employee Insurance Contribution	100
F. NET STIPEND	11200

During the period of training, you will be paid Stipend of RS. 11200\--Per month. Tax Deductions will be as applicable

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.

With Best Regards.

For Conneqt Business Solutions Limited.



Tony Jacob Joseph
Deputy Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training

Signature:

Name:

Date:

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

S. Vinod Kumar

CONNEQT BUSINESS SOLUTIONS LIMITED

REGD. OFFICE: Ques House, 3/3/2, Bellandur Gate, Sarjapur Main Road, Bangalore - 560103, Karnataka, India | TEL: +91 80 6105 6001

CORPORATE OFFICE: 1-8-371, Gowra Trinity, Chiran Fort Lane, Begumpet, Hyderabad - 500003, Telangana, India | TEL: +91 40 66387045 | FAX: +91 40 66387032 CIN. U64200KA1995PLC148924, www.conneqtcorp.com



EXATHOUGHT TECHNOLOGY CONSULTING PRIVATE LIMITED
NO 101, B Block, RMZ Galleria Residences, Yelahanka, Bangalore 560064

Dear Ediga Narendra,

On behalf of ExaThought Technology Consulting Private Limited (the "Company"), I am pleased to offer you a position as Software Engineer-Testing beginning 20th December 2023 (the "Start Date").

1. Position.

On your Start Date, you will begin working for the Company at the Company's Bengaluru office at Opp Metro Pillar Number 55, 308,3rd Floor, 100 Feet Rd, above Dominos, Indira Nagar 1st Stage, Hoysala Nagar, Indiranagar, Bengaluru, Karnataka 560038.

You will initially report to Preethi P Unnikrishnan.

The standard mode of operation is -Onsite, unless circumstances warrant otherwise due to an emergency. In such cases, employees may request permission from their manager or HR for hybrid mode.

You agree to the best of your ability and experience that you will at all times loyally and conscientiously perform all of the duties and obligations required of and from the Company. During the term of your employment, you further agree that you will devote all of your business time and attention to the business of the Company and that you will not, directly or indirectly, engage or participate in any personal, business, charitable or other enterprise that is competitive in any manner with the business of the Company, whether or not such activity is for compensation. In addition, by accepting this offer, you agree that you are under no employment contract, proprietary information agreement, invention agreement, confidentiality agreement or other obligation which would breach or be in conflict with the terms and conditions of your employment with us or encumber your performance of duties assigned to you by us.

2. Compensation

Your annual compensation will be Rs 3,50,000 (Indian Rupee Three Lakhs and Fifty Thousand only) per year, less payroll deductions and all required withholdings. You will be provided with Rs 50,000 /- (Fifty Thousand only) of Retention bonus payable at June 2024. You will find the break of the compensation in Annexure-1. You will be paid monthly on the Company's regularly scheduled pay dates. You will be entitled to leave as set out in the Company's leave policy as amended by the Company from time to time.

The Company may modify your compensation and benefits from time to time as it deems necessary, with or without advance notice.

3. Confidential Information and Non-Solicitation Agreement.

Like all Company employees, you will be required, as a condition of your employment, to abide by Company rules and policies. In addition, your acceptance of this offer and commencement of employment with the Company is contingent upon the execution, and delivery to the Company, of the enclosed Employee Confidential Information and Non-Solicitation Agreement, which, among other things, prohibits unauthorized use or disclosure of the Company's proprietary and confidential information and the unauthorized disclosure or use of any third party proprietary and confidential information. You further agree that you will not bring onto Company premises any unpublished documents or property belonging to any former employer or other person to whom you have an obligation of confidentiality. In addition, as a condition of

CIN: U72900KA2018PTC117968
PH: 9845392529

GSTIN: 29AAHCT0046K1Z5
EMAIL: contact@exathought.com

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



EXATHOUGHT TECHNOLOGY CONSULTING PRIVATE LIMITED
NO 101, B Block, RMZ Galleria Residences, Yelahanka, Bangalore 560064

employment, you agree that you will not assist any person or organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. These obligations will survive any termination of employment with the Company. Prior to your Start Date and continuing throughout the duration of your employment, you agree to disclose to the Company in writing, any continuing outside working relationships with other customers or entities with whom you are working or will work (whether or not for compensation), as well as any potential conflicts of interest, sources of income or other business endeavors (including any entity in which you own more than 5% of the outstanding equity securities or have voting control of more than 5%).

4. Probation & Minimum Notice Period

You will be on probation for a period of three (3) months from the Start Date. Your employment will be confirmed upon successful completion of all the job performance requirements as set by the company during this time. The probation period may be extended at the discretion of the Company.

Your continued employment is at the sole discretion of the Company. Either you or the Company may terminate your employment relationship with the Company upon two (2) months written notice (the "Notice Period"). The Company may also, at its option, terminate your employment at any time by providing you with two month's salary in lieu of notice (or, if you have been permitted to work during the Notice Period, a prorated amount for the balance of the Notice Period). If you give the Company notice of termination of employment, the Company may, at its sole discretion, permit you to leave service during the Notice Period, but without any salary in lieu of notice or prorated amount for the balance of the Notice Period.

5. Additional Information.

Your commencement of employment and subsequently, your continued employment is contingent upon your references providing acceptable feedback, proper proof of work authorization, your authorization of an appropriate background check and successful clearance of such background check. Any false information provided by you or at your request may result in termination of your employment with no compensation to you.

By signing this letter, you acknowledge that the terms and conditions contained herein are reasonable, and you agree that they are necessary for the protection and maintenance of the Company and its business. You also acknowledge that the Company shall be entitled to seek an order for specific performance or injunctive or other equitable reliefs in case of your failure to observe or a breach by you of any of the terms and conditions herein.

You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company and have provided the Company with full and accurate documentation of your prior compensation, and at the joining date, will provide the Company with such information as specified in Annexure - 2 hereto.

This letter, the Employee Confidential Information and Non-Solicitation and the Employment Materials contain all of the terms of your employment with the Company and supersede any prior understandings or agreements, whether oral or written, between you and the Company. This letter may not be amended or modified except by an express written agreement signed by you and the Company.

Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY

SETLURIVARI PALEM

Channarayana, Bellary, Karnataka, India

CIN: U72900KA2018PTC117968
PH: 9845392529

GSTIN: 29AAHCT0046K1Z5
EMAIL: contact@exathought.com



EXATHOUGHT TECHNOLOGY CONSULTING PRIVATE LIMITED
NO 101, B Block, RMZ Galleria Residences, Yelahanka, Bangalore 560064

This offer expires 7 working days from the date of Receipt. This offer and your subsequent employment is contingent upon your references providing acceptable feedback, proper proof of work authorization, authorizing and receiving clearance on an appropriate background check, and our receipt of a signed copy of the Employee Confidential Information and Non-Solicitation Agreement.

The Company may hold specific information relating to you and such information may be transferred to Exathought Technology consulting private limited. and/or other group companies in any country to which you are transferred or as necessary.

If you agree to the above stated terms and conditions of this letter, please sign and return according to the instructions in the accompanying email.

Sincerely,

For
EXATHOUGHT TECHNOLOGY CONSULTING PRIVATE
LIMITED

AGREED AND ACCEPTED:

Name: Jayasimha Prasad,
Founder & CEO
Date: 19-December-2023

Place: Bengaluru

Name:

Date:

Place:

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

CIN: U72900KA2018PTC117968
PH: 9845392529

GSTIN: 29AAHCT0046K1Z5
EMAIL: contact@exathought.com

ANNEXURE 1
COMPENSATION SUMMARY

Name **Ediga Narendra**
Software
Employee Designation **Engineer-Testing**

	Per Annum	Per Month
Employee Fixed Salary	350,000	29,167
Payslip Components		
Basic	140,000	11,667
House Rent Allowance	56,000	4,667
Fixed Allowance	63,133	5,261
Total Gross Salary	259,133	21,594
Flexible Benefit Plan	69,267	5,772
Total of Payslip + FBP	328,400	27,367
Benefits		
PF Employer Contribution	21,600	1800
ESIC Employer Contribution	-	-
TOTAL	21,600	1,800
Grand CTC	350,000	29,167
Deductions		
Professional Tax	2,400	200
Employees PF Contribution	21,600	1,800
Employee ESI Contribution	-	-
Income Tax*	-	-
Total Deductions	24,000	2,000
Net Pay	304,400	25,367

* Flexible benefit plan limits

Principal
25,367 REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasarpot (Mdi), Guntur, Or

LTA (Max of one month basic)	11,667	972
Telephone Reimbursement	18,000	1500
Internet Reimbursement	18,000	1500
Petrol Reimbursement	21,600	1800
Total FBP Components	69,267	5,772

Retention Bonus : 50,000 (Fifty Thousand only)

Date	Amount
1-June-2024	₹ 50,000.00

ANNEXURE - 2

NEW HIRE DOCUMENT CHECKLIST

You are requested to bring with you the following documents, as applicable, on the first day of employment to enable us to complete your new hire paperwork:

1. A Copy of Appointment Letter
1. Two (2) Passport size photographs
1. PAN number & photocopy of PAN card if applicable
1. One copy of each of the following with originals
 - a. Your professional and academic qualification certificate(s)
 - b. Work Experience Certificate(s) from previous employer(s)
 - c. Relieving letters from the last two employers
 - d. Details of your prior compensation e.g., your last pay slip
1. Form 16 from your previous employer/Salary certificate

You will also need to open a salary account with such a bank as the Company may direct you for the transfer of your salary, unless you already have an account with such bank. It shall be your responsibility to provide the account number and details of salary account to the Finance & Accounts Department before the 25th day of the month of your joining unless you are joining on or after the 25th day of the month. In such case, you shall be required to provide these details by the 25th day of the month immediately succeeding the month of joining.

Please note that your joining formalities will not be completed/your pay will not be processed in case you do not handover all your credentials/documents mentioned above.

Date: 10 Jul 2023

Ms MUKTHAPURAM SANGEETHA
D o mukthapuram venugopal
2 10 8 namala namala c k palli anantapur andhra pradesh
515651 515651

Employee No: 3058888
Dear Ms MUKTHAPURAM SANGEETHA

Appointment Letter

We are pleased to offer you the role of Engineer GIS Order Processing with TeamLease Services Ltd.

- 1. Offer Contract Period** - Your contract will commence from 10 Jul 2023 and expire on 09 Jul 2024, during which you will be deputed at our client premises, and will be bound by our rules and regulations. Your current location shall be Bangalore, however, the company can transfer your services to other location basis business requirement.
- 2. Deputation** - You are deputed to Bharti Airtel Limited-Network-Wireline Planning, under this Contract. The terms of employment are exclusive with TeamLease Services Ltd, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract. You need to adhere to all the rules and regulations of the client.
- 3. Notice Period** - Either party may terminate this Work Assignment Letter by issuing 30 days' notice in writing or payment thereof. In event of Resignation, you need to inform your Reporting Manager at the client organization, as well as to the direct employer. You will be required to mandatorily serve 30 days of notice, failing which shall result in the deduction from the F&F. This can be waived off if separation is because of the work assignment coming to end.
- 4. Termination** - The client reserves the right to terminate the contract without any explanation. In case of breach of Code of Conduct, IT Security Policy, misbehavior or indiscipline, etc, TeamLease Services Ltd will have reserve rights to terminate immediately without giving notice period.
- 5. Coterminous:** Notwithstanding the Tenure of this Contract, in the event of the project work deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project work. Since your appointment is for a specific period as state above, intimation of termination renewal of your employment shall be given by the Company, by written notice of one month in advance before the expiry date.
- 6. Holidays** - You will be entitled to paid holidays in a year as notified by the client organization from time to time. You shall be governed by the holiday list of the client. The same will be shared at the time of onboarding.
- 7. Leave** - You will be entitled to paid holidays in a year as per the leave policy of the client. You can avail 30 leaves in a year out of which 15 Casual leaves are mandatory to be taken in the year & 15 are Privileged leaves which can be carried forward. Details of this policy will be shared during onboarding.
- 8. Absenteeism** - You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without the sanction of leave or prior permission or if you overstay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.
- 9. Working Hours** - You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at Teamlease within the cut-off date as mutually agreed for payroll processing.
- 10. Code of Conduct Policy** - You shall be governed by the COC Policy of the client. You shall not engage in any act subversive of discipline in the course of your duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in & such acts, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you. Please refer to the client's COC Policy for the same.
- 11. IT Security Policy** - You shall be governed by the IT Security Policy of the client. Any data or assets are the priority of the client and should not be shared with anyone outside the organization's network. You are not supposed to share any official information on your personal id. In case of any breach of the IT Security Policy of the Company Client, the organization shall reserve the right to initiate disciplinary action as is deemed fit against you. Please refer to the client's IT Policy for the same.
- 12. Dual Employment** - During your employment with us, you shall not be engaged, concerned, or interested directly or indirectly in any other occupation, business, or employment whatsoever (either for remuneration or on an honorary basis), and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall faithfully serve the Company and use your best endeavor to promote the interest and business thereof. In the event of the above, the company shall be entitled to take appropriate action
- 13. Deemed cancellation of contract** - The Contract stands canceled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.
- 14. You are requested to bring the following documents at the time of joining:**
 - o Educational Certificates
 - o Experience Letter, Relieving letter & Latest month payslip
 - o Photo ID proof & Address Proof

This is a system generated document. Any unauthorized use, disclosure, dissemination, or copying of this document is strictly prohibited and may be unlawful.

Doc ID: TL/7E4E6F8AE81



- o 5 passport size photographs
 - o PAN card
 - o UAN Card
 - o Aadhaar Card
15. **Background Verification** – We will be doing a background verification from a third party as part of your onboarding. During your employment, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand canceled revoked with immediate effect.
16. **Salary Structure** – Annexure A
17. **Leave Policy** – Annexure B
18. **Medical Insurance Coverage** – Annexure C
19. The nature of your relationship with TeamLease will be that of contract of service from 10 Jul 2023 to 09 Jul 2024 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality, and responsiveness that permeates every activity. As a new entrant, we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood, and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgment copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance with terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event, you have paid any such amount to any employee, officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll-free number which is provided to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED	Accepted and Agreed
--------------------------------	---------------------



(Authorized Signatory)	Signature and date: Name: MUKTHAPURAM SANGEETHA
------------------------	--

Annexure A:

Employee No: TL3058888

Name: Ms MUKTHAPURAM SANGEETHA


Principal
A.M REDDY MEDICAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (MdI), Guntur(Dr :

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Designation: Engineer GIS Order Processing

Location: Bangalore

Salary Compensation

EARNINGS	Amounts
Basic	9925
House Rent Allowance	4963
Works Allowance	6613
Statutory Bonus	1289
Gross Earnings	22800
DEDUCTION *	
Employee PF	1800
Total Deduction	1800
Net Salary	21000
Employer PF Contribution	1800
PF Service Charges	150
CTC	24750
CTC In Words	Twenty Four Thousand Seven Hundred Fifty Rupees

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

* Incentives, if applicable, will be paidout over & above this, basis the performance.

Annexure B

Bharti Airtel Leave Policy for Associates:

Objective - The objective of this policy is to lay down guidelines for granting leaves to associate employees associated with our client Bharti Airtel Ltd.

Scope - The policy is applicable to all associate employees working on TeamLease Services Ltd payrolls & deputed at Bharti Airtel Limited & its subsidiary companies (Bharti Airtel Services Limited, Bharti Telemedia Limited (DTH), Bharti Hexacom Limited, Telesonic Networks Limited, and Extra Data Limited.

Leave Period - Leave year is the calendar year from 1 January to 31 December

- All employees are entitled to 30 days of General Leaves during a calendar year. These leaves shall include 15 days of Casual Leaves & 15 Days of Privileged Leaves. Out of these, 15 Casual leaves are mandatory for the calendar year, and if not availed, these shall get lapsed. Employees who join the Company after 1st January will be eligible for leaves on a pro-rata basis. Maximum 15 days leaves can be carried forward to next year.
- 15 days of Privileged Leaves leave shall be carried forward subject to a maximum accumulation of 30 days. The encashment of leaves shall be done at the time of separation of an associate, up to 30 days The encashment of leaves shall be done on the basis of the last drawn basic salary of the employee.

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- Half-day leave from work for a duration of up to 4 hours shall be considered as a half-day leave.
- Compensatory Off – Every employee in an establishment shall be allowed a holiday with wages on Independence Day, Republic Day, and Mahatma Gandhi's Birthday. Provided that an employee required to work on any such holiday shall be paid remuneration at double the rate of his normal wages. This should be exercised only in case of business exigency. If required, he/she shall also be given a substituted holiday with his average daily wage on any other day within ninety days from the day on which he so works.
- Associates will be eligible for 5 fixed National Holidays & 4 discretionary circle holidays towards festivals, the list of which is published at the beginning of the calendar year. Discretionary Holidays shall be governed by the Circle Holiday calendar.
- Leave Without Pay - An employee can apply for Leave Without Pay if there is insufficient negative leave balance in his leave account, with approval from the Reporting Manager at the client location
- Paternal Leave – Employees will be eligible for 2 days of Parental Leaves, maximum for 2 children
- Maternity Leave – All women employees shall be entitled to 26 weeks of maternity leave for the first two children, of which not more than 8 weeks shall precede the date of her expected delivery. In the case of the third child and thereafter, a woman employee will be entitled to 22 weeks of maternity leave, of which not more than 6 weeks shall precede the date of her expected delivery.
- In case an employee intends to return later than 26 weeks (for the first two children) or 22 weeks (for 3rd child onwards), prior notification has to be given by the employee to the Reporting Manager of the employee, skip level Manager & the agency and is subject to approval. Any excess leave will be considered as either leave without pay or use of accumulated earned leave if available. In such circumstances, the employee should intimate the concerned HR Business Partner and the Reporting Manager at least 6 weeks prior to the date of return.
- While on leave, an employee cannot take any employment, part-time or otherwise. Any misuse of leave shall be treated as misconduct.
- All leaves shall be approved by the Manager & should be duly submitted in the system. Any unapproved leave shall be considered as LWP and will make the case for COC Violation

Annexure C:

Bharti Airtel Mediclaim & Insurance Policy for Associates (TNL)

Objective - The objective of this policy is to provide coverage to associates for TNL (Homes & Fiber Factory) for Mediclaim, Group Personal Accident Insurance & Group Life Insurance

Scope - The policy is applicable to all associate employees working on Teamlease payrolls & deputed at Telesonic Networks Limited (Homes & Fiber Factory)

Benefits –

- Group Mediclaim Policy - INR 3 lacs (Company shall bear the cost for a base plan of 3 lakh)
- Group Personal Accident Insurance (GPA) - INR 20 Lacs
- Group life Insurance - INR 20 Lacs

**The policies are subject to revision as per the company's discretion & any such update shall supersede the clauses mentioned in the appointment letter*

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassments of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Principal

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

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Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <https://connect.teamlease.com/learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.

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

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TeamLease Services Limited., CIN No. L74140KA2000PLC118395
Ascent Building , # 77, Koramangala Industrial Layout, Jyothi Nivas College Road, Koramangala , Bangalore-560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com



ITC Limited
Agri Business Division
Grand Trunk Road, Post Box No. 317
Guntur - 522 004 A.P., India
Telephone : +91 863 2348000
e-mail : abd@itc.in

November 14, 2023
To,

Ms. Pamula Devi Sri Swetha,
Palnadu.

Dear Swetha,

We are pleased to offer you traineeship on the following terms and conditions:

You will be based out of our office at ITC Ltd – Agri Business Division.

The traineeship period will be starting from 18th November 2023 to 17th May 2025.

You will be paid an all-inclusive monthly stipend of Rs. 20000/- (Twenty Thousand Only), you will be eligible to pay taxes as may be applicable.


Your travel, stay and other miscellaneous expenses which you might incur as per the requirement of the traineeship (for outstation travel only) will be reimbursed after due approval of your project guide.


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.

Wishing you all the very best.

Yours faithfully,

ITC LIMITED – ABD


Debasish Hait
HR General Manager – OD


Principal
A.M. REDDY MEMORIAL COLLEGE
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet, Guntur, Dist.



NSL/HR/OFF/Trainee/F-SEED 033-24/23

Date: 25/01/2023

Ms. Tharu kalyani
S/o Tharu Pankaj Kumar, 00, Allur Mandalam,
Allura Vinayaknagar, Allur, Nellore, Andhra Pradesh - 524315

Dear Ms. Tharu kalyani

Sub: Letter of Intent for Training

Greetings from NSL

We congratulate you for being selected as "Trainee" in our Company.

With reference to your application and further discussions you had with us, we are pleased to offer you an assignment with us as Trainee, in our organization as detailed below:

Joining date	: on or before 20/Aug/2023
Level	: Trainee - Supply Chain Management.
Initial place of posting	: You are advised to report at our Kompally HQ.
Remuneration (per Annum)	: ₹ 300000/- (Rupees Three Lakh Only)
Other entitlements	: GPA Insurance coverage for self only, as per company policy

A detailed letter including all terms and conditions will be issued upon your joining with us.

You will not be covered for any other benefits other than the above, unless separately communicated in writing.

You will be under training period with us for a period of twelve (12) months from the date of your joining. During this period you would be required to travel or shall be deployed at any of the NSL sites/locations/functions as per the requirement of the training schedule.

Further to selection as Trainee this offer has been made based on the information furnished by you on academic requirements. In case any of the academic requirements are found / proven to be wrong (or) if there is a discrepancy in the copies of the documents/certificates of the same given by you or in case of performance not meeting our expectations the offer will automatically stand Terminated at any given point of time as and when it is noticed.

You are requested to submit the list of documents as given in annexure-1, and bring all original documents for verification by us.

Please note to map our internal processes and to ensure onboarding process smooth, both statutory and non-statutory, are not scheduling joining dates between 21st to 30/31st of the month. Therefore you are advised to plan for your joining dates with us between 1st to 20th dates. Any exception to this will be discussed and approved with HR.

Please sign the duplicate copy of this letter as taken of its receipt and acceptance.

Yours truly,
For Nuziveedu Seeds Limited

Div Barber Bathala
Head - HR

Trainee Acceptance Signature

Principal

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



STRICTLY PRIVATE AND CONFIDENTIAL

Date: 19-Sep-2023

To,

Puli Hemalatha

Mobile: 7989781992

E-mail ID: hemahemalatha262@gmail.com

Sub: Offer of Employment

Dear Puli Hemalatha,

In line with our discussions and the subsequent interviews you had with us, we are pleased to offer you the position in our organization Executive in our Claims, on the terms and conditions mutually discussed and agreed upon. This position will be based in Hyd.

Your remuneration will be Rs. 223176/- (Two Lacs Twenty Three Thousand One Hundred Seventy Six Rupees Only) per annum (Attached salary annexure with this letter for your reference), and you will be reporting to the Manager.

We look forward to your joining the FHPL TPA Ltd family on or before 9/21/2023

The following documents need to be submitted at the time of joining:

- Four passport size formally dressed recent photograph.
- Copy of relieving letter & experience certificate from the previous employer.
- Proof of Educational Qualification & Date of Birth (passport, PAN).
- Photocopy of PAN Card
- Photocopy of Adhar Card

The appointment letter indicating all the details will be issued subject to the completion of joining formalities. You are required to return the duplicate copy of this letter duly signed as a token of your acceptance of the above terms.

This offer letter is valid for the period of 2 days from the date of issue, upon no revert from the candidate the offer will automatically lapse.

Yours Sincerely,

Family Health Plan Insurance TPA Limited

Ranjan Chatterjee
AVP – Human Resources

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

Family Health Plan Insurance TPA Limited

REGISTERED OFFICE: B 2-269/A/2-1 To 6, 2nd Floor, Srinilaya Cyber Spazio, Road No. 2, Banjara Hills,
Hyderabad - 500 034, Telangana, INDIA.
CIN: U85110TG1995PLC133393
IRDA License No: 013

T : +91-40-23555353
F : +91-40-23541400
E : info@fhpl.net
W : www.fhpl.net



STRICTLY PRIVATE AND CONFIDENTIAL
Annexure

Name of the Employee	Puli Hemalatha	
Designation	Executive	
Department	Claims	
Location	Hyd	
Salary Components	Per Month (Rs.)	Per Annum (Rs.)
Basic Pay & DA	4520	54240
House Rent Allowance	3749	44988
Dearness Allowance	7731	92772
LTA	-	-
Special Allowance	-	-
Total Gross Salary (A)	16000	192000
Less Deductions		
Emp.Provident Fund	1470	17640
ESIC	120	1440
Total Deductions (B)	1590	19080
Net Salary (A-B=C) (Pre-Tax)	14410	172920
Add Company Contributions		
Empr. Provident Fund	1470	17640
GHIP	-	-
ESIC	520	6240
GPA	19	225
Gratuity	589	7068
Total (D)	2598	31176
CTC (A+D)		223176

Note: PF Will be deducted as per the statutory norms.
Statutory Bonus will be paid as per the act.
GHIP and GPA Policy will be applicable as per the company policy. Professional Tax will depend upon the state policy.

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

Family Health Plan Insurance TPA Limited

REGISTERED OFFICE: B-2-269/A/2-1 To 6, 2nd Floor, Srinilaya Cyber Spazio, Road No. 2, Banjara Hills,
Hyderabad - 500 034, Telangana, INDIA.
CIN: U85110TG1995PLC133393
IRDA Licence No: 013

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F : +91-40-23541400
E : info@fhpl.net
W : www.fhpl.net

00843

CorpOne Staffing Solutions Pvt. Ltd.

 CorpOne
BPO
A Netsoft Company

Letter of Offer for Employment

Date: 24/08/2023

To,

Dear **B. Kishore**

Congratulations! Based on your credentials and personal rounds of interview with us, we are pleased to inform you that you have been shortlisted as "Digital Customer Service" (DCS) Executive. Your training will commence on or before Date: 25/08/2023 As a "Trainee" you will need to undergo a pre-process training conducted by our Internal Training team. During the "Training Period" you will be eligible to get Rs.1,500/- as stipend.

On successful completion of training, you will be move to (OJT) "ON Job Training" and it will be for 7 days. After this OJT you will be undergo an evaluation and "Certification" process. From the time of your OJT, you will be inducted on to the rolls of our organization as "Digital Customer Services" (DCS) Executive, Grade DSI and your compensation will be as per the attachment.

You will be working in shifts and your weekly off can be on any given day in the week.

On the day of joining, you need to carry the following mentioned documents for submission:

- Photocopy of all Educational Certificates along with the Originals.
- 6 Passport size photographs.
- Aadhar card Photo copy and Original
- PAN Card Photo Copy and Original
- Bank passbook photo copy along with Original. (In case of no bank account, company will arrange for a new salary account to be opened with an authorized Bank
- Relieving Letter from Previous employer along with experience letter if any.

Please return a signed copy of this letter as an acknowledgement of having accepted the terms of this "Offer of Employment"

Wish you happy learning.

Yours Faithfully,


Durga Prasad Madhusu
Chief Executive Officer




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

Accepted Date:

Your employment with us is subject to clearance of your background verification as part of our HR and organization policy

00873

CorpOne Staffing Solutions Pvt. Ltd.



Letter of Offer for Employment

Date: 21/08/2023

To,

Dear L. Naveesh

Congratulations! Based on your credentials and personal rounds of interview with us, we are pleased to inform you that you have been shortlisted as "Digital Customer Service" (DCS) Executive. Your training will commence on or before Date: 22/08/2023. As a "Trainee" you will need to undergo a pre-process training conducted by our Internal Training team. During the "Training Period" you will be eligible to get Rs.1,500/- as stipend.

On successful completion of training, you will be move to (OJT) "ON Job Training" and it will be for 7 days. After this OJT you will be undergo an evaluation and "Certification" process. From the time of your OJT, you will be inducted on to the rolls of our organization as "Digital Customer Services" (DCS) Executive, Grade DS1 and your compensation will be as per the attachment.

You will be working in shifts and your weekly off can be on any given day in the week.

On the day of joining, you need to carry the following mentioned documents for submission:

- Photocopy of all Educational Certificates along with the Originals.
- 6 Passport size photographs.
- Aadhar card Photo copy and Original
- PAN Card Photo Copy and Original
- Bank passbook photo copy along with Original. (In case of no bank account, company will arrange for a new salary account to be opened with an authorized Bank
- Relieving Letter from Previous employer along with experience letter if any.

Please return a signed copy of this letter as an acknowledgement of having accepted the terms of this "Offer of Employment"

Wish you happy learning.

Yours Faithfully,


Durga Prasad Madhusu
Chief Executive Officer




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

Accepted Date:

Your employment with us is subject to clearance of your background verification as part of our HR and organization policy



Date: 28th Oct 2023

Appointment Letter

Dear Panuganti Pradeep Subbarao Guptha

With reference to your discussions and subsequent interview, we have pleasure in appointing you as **Customer Support Executive** in our organization, effective from the 29th Oct 2023 on the following terms and conditions:

1. Salary And Benefits:


Your CTC is INR 1, 23,768/- per Annum. Details of your salary break up with components are explained in Annexure-A.

2. Working Days and Hours:

You're Appointed in 24*7 process and the shift timings will be based on process requirement as and when explained by your superiors. Working days are 6 days a week with 9 hours a day with rotational week off.

3. Services:

- a. You will be on probation for a period of Six months from the date of joining duties.
- b. The company shall be entitled to extend the period of your probation from time to time and if your services are not found satisfactory the company shall have a right to terminate your services without assigning any reason thereof.
- c. If for any reason you wish to resign from the Company's services, you may do so by giving 30 days notice in writing. If you break the agreement, company has all rights to stop F & F polices. You will not be allowed to avail any leave during the notice period.
- d. After completion of Probation period by providing the one month notice period you're entitled to receive your relieving and Experience letter.


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

4. Separation:

The company will have the right to withhold or suspend the employee from work without pay or other equivalent benefits or after proper enquiry dismiss your services in any of the following clauses and you shall not be entitled to any compensation of whatever nature.

The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- Insubordination including disobedience or order from his/her superiors.
- Misconduct either inside or outside the premises of the company. Neglect of Duty (call disconnections, being rude with customer and supervisors).
- Theft, Fraud or dishonesty. Drunkenness, Rioting, disorderly behaviour or subversive ACT.
- Wilful damages to any property of the company.

5. Absence without Notice

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

- a) Return to work within 3 days from the commencement of such absence, and
- b) Provide satisfactory explanation to management regarding such absence.

6. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.


Principal

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



7. Date of Joining :

You are required to join on or before **29th Oct 2023**, following which this offer stands withdrawn. At the time of joining please submit the following documents:

- a. Photo copies of Academic Certificates (all from 10th to Highest)
- b. Three passport size photographs (Recent)
- c. Relieving letter from previous employer (if Any)
- d. Updated Ee-Adhar Copy (must contain full DOB in DD-MM-YYYY)
- e. PAN Card
- f. Bank Account Proof

8. Acceptance

Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

If you fail to indicate your acceptance within a week from the date of the appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

We look forward to your joining us for a long, successful and mutually beneficial association.

For GJ Solutions India Private LTD

Authorized Signatory

I accept the appointment on the terms and conditions contained herein and will report for duty on

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALE
Narasaraopet (M.D), Guntur
Signature:



GJ SOLUTIONS
INDIA PRIVATE LIMITED

ANNEXURE-A

(Strictly confidential)

Employee Name	Panuganti Pradeep Subbarao Guptha	
Designation	Customer Support Executive	
Particulars	Monthly	Annually
Basic	3886	46632
HRA	1554	18648
Travel Allowance	1400	16800
Special Allowance	2698	32376
Total Gross Pay	9538	114456
Employer's contribution to PF (12%)	466	5592
Employer's contribution to ESIC (3.25%)	310	3720
Total Cost to company	10314	123768
Employee's contribution to PF (12%)	466	5592
Employee's contribution to ESIC (0.75%)	72	864
Deductions	538	6456
Take Home Salary	9000	108000

HR Department

FOR GJ SOLUTIONS INDIA PVT LTD.

Principal

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

GJ SOLUTIONS INDIA PVT LTD

6-3-789, Unit No: 503 & 504, Pavani Prestige Commercial Complex, Ameerpet, Hyderabad - 16.
Land Line :040-40124040, www.gjsolutions.in, Email: hr@gjsolutions.in



OFFER LETTER

Date: 31/3/2023

Name: P.PURUSHOTHAM NAIDU

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 05/6/2023

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

Principal College of
ENGINEERING & TECHNOLOGY
PETTURIVARI PALEM,
Narasaraopet (Mdl), Guntur Dt



OFFER LETTER

Date: 31/3/2023

Name: R.SHALEM 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.

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 05/6/2023

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
Mehdipatnam (T.S.) District, T.S.



OFFER LETTER

Date: 31/3/2023

Name: P. THRILOK

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 05/6/2023

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
M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopeta (Dist): Guntur Dt



OFFER LETTER

Date: 31/3/2023

Name: SHAIK ABDUL SABOOR

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 05/6/2023

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.

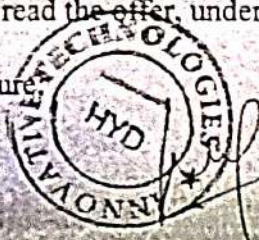
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Signature

Date:



Principal

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



OFFER LETTER

Date: 31/3/2023

Name: BADDIGAM ANITHA

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

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Signature:

Date:



Principal
S.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
M.S. Road (Mall), Guntur Dt.



OFFER LETTER

Date: 31/3/2023

Name: KAPU GEETHA

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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Signature:

Date:



Principal

A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY



OFFER LETTER

Date: 31/3/2023

Name: A.SREEJA

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

M. AM REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
MARRAJOOR (M.B.), Guntur, E.



OFFER LETTER

Date: 31/3/2023

Name: B.SATHYA SUKEERTHI

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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Signature:

Date:



Principal

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



OFFER LETTER

Date: 31/3/2023

Name: G.VIJAY

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

Date:



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



OFFER LETTER

Date: 31/3/2023

Name: 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

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Signature:

Date:



Principal

A.M REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURMARI PALE



OFFER LETTER

Date: 31/3/2023

Name: H.THUKARAM

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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Signature:

Date:



Principal

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

Date: 22/11/2022

CHALLA RAJA SEKHAR REDDY

Offer Letter

Dear CHALLA RAJA SEKHAR REDDY

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a Software Developer, 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
PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur Dt

Date: 22/11/2022

KUMMARA VENKATA BADRI

Offer Letter

Dear KUMMARA VENKATA BADRI

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a Software Developer, we would like to confirm your appointment based on the acceptance of the following

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

Date: 22/11/2022

SAMPATHI VENKATA GOPI

Offer Letter

Dear SAMPATHI VENKATA GOPI

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a Software Developer, we would like to confirm your appointment based on the acceptance of the following

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

Date: 22/11/2022

SEETHA BHASKAR

Offer Letter

Dear SEETHA BHASKAR

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a Software Developer, we would like to confirm your appointment based on the acceptance of the following

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

Date: 22/11/2022

BOGA GANGADHAR

Offer Letter

Dear **BOGA GANGADHAR**

We at **PRO IT SOLUTIONS**, are pleased to induct you in our esteem organization as a **Software Developer**, we would like to confirm your appointment based on the acceptance of the following

Place of Posting:

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#Flat No-1804, M Block,
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Principal

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

Date: 22/11/2022

INDLA MARIYA RAJU

Offer Letter

Dear INDLA MARIYA RAJU

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a Software Developer, we would like to confirm your appointment based on the acceptance of the following

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

Date: 22/11/2022

MORA SAI MEGHANA

Offer Letter

Dear MORA SAI MEGHANA

We at PRO IT SOLUTIONS, are pleased to induct you in our esteem organization as a Software Developer, we would like to confirm your appointment based on the acceptance of the following

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PETLURIVARI PALEM
Narasaraopet (Mdl), Guntur, Dt