



SRR & CVR GOVERNMENT DEGREE COLLEGE

(AUTONOMOUS)

ESTD:1937

VIJAYAWADA, NTR DIST., A.P

Institution is ranked by NIRF 101-150 band at NIRF 2020

WEBSITE: www.srrevr.ac.in E-Mail: srrandcvr@gmail.com

NAAC 4th CYCLE



5. Student Support and Progression

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

2020-21

**Self -Attested list of Students Placed
With Offer Letters/ID Cards**



**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.A HEP EM 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3746	18101207	Garikapudi Devi	8985544617	ICICI Banl Ltd, MG Road, Vijayawada	Sales Officer	1,72,942
2	4195	18101227	Thangirala Anil Kumar	7032234903	TeamLease Services Ltd, Koramangala, Bangalore, Ph:(91- 80)33002345	Trainee	1,75,452

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.Sc MPC 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3873	18301216	Seera Jyothi	9542957782	TeamLease Services Ltd, Koramangala, Bangalore, Ph:(91- 80)33002345	Fassion Assistant	1,75,452

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.Sc MSCs 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3644	18304210	Podili Prabhu	7207995800	Quess Corp. Ltd, Vijayawada	Sales Promotor	1,68,000

2	3696	18304212	Chalamarla Naga Venkata Siva Kumar	8125544267	HCL Technologies Ltd, Gannavaram, Vijayawada	Software Engineer in Band E1	2,75,000
3	3943	18304226	Sk. Mohammad Ali	7659957134	Life Style, MG Road, Vijayawada	Cashier	1,32,000
4	4458	18304254	Tadiboyina Bhavani	9885159656	Cognizant Technology solutions, India Pvt, Chennai	Programme Trainer	2,52,000
5	3608	18304202	Y. Srinadh	9248380488	Decathlon Sports India Pvt Ltd, , www.decathlon.in	Trainer	2,59,200
6	4432	18304252	Arnipalli Ganesh	8143222891	Reliance SMSL Ltd, Mumbai	CSA Women	1,40,000

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.Sc MPCs 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3603	18302201	Palisetti Kumari	7780516100	Manasa EM School	Teacher	72,000
2	3607	18302203	Chagantipati Harish	8686763017	ITC Infotech India Ltd, Maruthiseva Naga, Bangaluru, Tel:+91-80-22988331-37	Jr. Executive-IT (Grade ISA)	3,25,000
3	3652	18302209	Pandiripalli Navyasri	9989908551	Accenture, Waverock Bldg, APIIC IT/ITES SEZ, Nanankramguda, Hyderabad- 500081 Telangana	Cloud Oops Administrator	3,00,000
4	3918	18302238	Podili Nithin Babu	9951757147	Express.com	Data Operator	1,56,000
5	3953	18302240	Maram Naga Venkata Siva Sai Pavan Viswanadh Gupta	8977656123	RESX, Hyderabad	Data Operator	1,80,000

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.Sc MCCs 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	4402	18306225	Shaik Sameer	6281587212	BYJUA Company, Vijayawada		3,00,000

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.Sc MECs 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3681	18303209	Sk. Shafi	8897609129	Infosys, Mysore, Bangolore, www.infosys.com	Operations Executive	2,22,972
2	4396	18303258	D. Sirisha	6303484826	Infosys, Mysore, Bangolore, www.infosys.com	Operations Executive	2,22,972

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.Sc BZC 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	4407	18311016	Thommandru Vanaja	9398368665	Government of AP	sachivalyam Valenteer	60,000
2	4287	18311219	Patulavath Shamer Naik	8309822276	Office of the assistant commissioner, Guntur - Commercial Tax Department, AP	Junior Assistant	3,57,696
3	4433	18311230	Nakka Abhigna	9908740987	Government of AP	Junior Assistant	3,02,640

**SRR & CVR Government Degree College(A), Vijayawada
Placements - M.A English 2019-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	1857		Mohammed Jafar Yasdhani	8143341456	Forcepoint Software Consulting India Private Limited, Unit 15, Level 7, The Capital Plot C- 70, Bandra Kurla Complex, Opposite ICICI Bank, Bandra(E) Mumbai 400051	Configuration Engineer	11,80,000

**SRR & CVR Government Degree College(A), Vijayawada
Placements - M.Sc Computer Science 2019-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	1833		Oleti Wycliffe	9110501247	INFOSYS LIMITED CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India T 91 80 2852 0261 F 91 80 2852 0362 askus@infosys.com www.infosys.com	Systems Engineer	3,00,000
2	1827		Potnuru Meenakshi	9398492829	Accenture Solutions Pvt. Ltd,	Application Development Associate	4,77,300
3	1841		Adapaka Mohan	8187849453	TCS Ltd, Gomti Nagar, Luknow- 226010, Tel Phone:915226661001	Assistant System Engineer Trainee	3,53,578

**SRR & CVR Government Degree College(A), Vijayawada
Placements - M.Sc Organic Chemistry 2019-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	1793	Y190CH174003	K. Lavanya	8309162102	Reddy's Lab, Miyapur, Hyd		2,40,000
2	1753	Y190CH174007	P. Mahaboob Bhasha	9182131515	Hetero, Hetero corporate office, Sanathnagar, Hyd	Trainer	2,20,000

**SRR & CVR Government Degree College(A), Vijayawada
Placements - M.Com 2019-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	1767		Polukuri.Nagamani	9154585500	Vijayawada Municipal Corporation, Ramavarupadu, AP	Word volunteer	60,000
2	1769		Ullingala.Varalakshmi	9059773722	APTRANSCO	Outsourcing employee	1,97,676
3	1812		M.Satya vani	6309671882	KL COMPUTER PRINTE&SUPPLIES, Labbipet, Vijayawada	Telecaller	1,20,000
4	1820		V.Mounika	8185880202	MUTHOOT FINCORP, Vijayawada	Loan processing officer	1,20,000
5	1780		Bellala.Venkata Sairam	9014852826	Office of Chief Engineer, Vizaq Zone, APTRANSCO, Vishakapatnam	Data Entry Operator	2,47,176
6	1839		Gudivada.Gopi	9553386100	Vijayawada Municipal Corporation, Enikepadu, AP	Word volunteer	60,000
7	1802		Dakavarapu.Sudheer	7207194011	Welfare office vijayawada	Walfare&Educati on assistant	1,80,000

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.A HEP UM 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3960	18101403	Shaik Husna	8142036222	Axis Bank, Vijayawada	Credit card Collection	1,50,000

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.A EPJ EM 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	4331		Boppuri John Vector		Revenue Department, Govt of AP, Krishna Dist	Junior Assistant	1,96,800

**SRR & CVR Government Degree College(A), Vijayawada
Placements - B.Com Gen TM 2018-21 Batch**

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3637	18201001	Peteti Ratna Babu	9010735702	GOVERNMENT WINES	SUPERVISIOR	1,56,000
2	3736	18201015	Locharla Sandhya	9951953258	DMART	SUPERVISOR	1,20,000
3	3766	18201020	Gottupalli Rambabu	7386230402	ANDHRA BANK	ATTENDER	1,20,000
4	3830	18201034	Chintha Mounika	8297899747	AMAZON GODWON	DISPATCHERS	1,20,000
5	3901	18201039	Chippagiri Naga Gopi Krishna	7093566250	GANNAVARAM TILES GODWAO	WORKER	1,20,000
6	4159	18201069	Rangubothu Ramalakshmi	9848538054	AMAZON GODWON	DISPATCHERS	1,20,000

SRR & CVR Government Degree College(A), Vijayawada
Placements - B.Com CA 2018-21 Batch

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3595	18202201	Dasi Pavani Chitti	8074873495	MALAPURAM GOLD	COMPUTER OPERATOR	1,20,000
2	3731	18202225	Battina Naga Pavani	9951039925	DENTAL HOSPITAL	COMPUTER OPERATOR	1,20,000
3	3841	18202250	Gullanki China Vamsi Krishna	7013779346	HARDWARE	SRIDHAR CCE	1,20,000
4	3861	18202258	Gavidi Pravalika	9866395766	SHOPPING MALL	BILLING & SALES GIRL	1,20,000
5	3883	18202268	Devireddi Srinivas	7981911054	KOTAK MAHENDRA BANK	PROMOTAR	1,20,000
6	3884	18202269	Kavati Sathish	6302061696	KSR PUBLISHERS	TYPIST	96,000
7	3940	18202277	Muddada Suvarna Raju	9705431890	DMART	BRAND PROMOTAR	54,000
8	4006	18202285	Chinka Venkata Pradeep	8464909631	RELIANCE DIGITAL	COMPUTER OPERATOR	1,20,000
9	4317	18202304	Routhula Bhavani	9849144364	BPO	DATA ENTRY	1,20,000
10	4323	18202307	Sattu Gopaiah	9912208894	RAPIDO	BIKES	1,20,000
11	4359	18202313	Gottimukkala Rahul Varma	9490360551	CONSTRUCTION FIELD	DESIGNER	1,20,000
12	4368	18202314	Anaparthi Siddhartha	7997799041	FLIPKART	DELIVERY BOY	1,20,000

SRR & CVR Government Degree College(A), Vijayawada
Placements - BBA 2018-21 Batch

S.No	Adm. No	Regd. No.	Name of the student	Phone No.	Name of the employer and adress	Role	Pay package at appointment per annum
1	3682	18203202	Vaddipalli Harika Priya	6302241746	CAT, CA	AUDITOR ASSISTANT	

2	3896	18203204	E. Laharesh	8143485678	BYJU's Company, Vijayawada	Marketing Intern	2,16,000
3	4221	18203209	Battula Christu Raju	9848668098	HOTEL N SQUARE	ADMINISTRATOR	
4	4247	18203211	Tummala Rohith Kumar	9542300642	ELECTRICITY DEPARTMENT	BILL COLLECTER	1,20,000
5	4266	18203213	Talari Sruthi	8790823323	BPO CALL CENTER	BPO	1,20,000
6	4377	18203219	Madira Vijay Kumar	6300210098	ELECTRICITY DEPARTMENT	BILL COLLECTER	1,20,000
7	4394	18203221	Shaik Basheer Ahmed	7095424242	GANNAVARAM AIR PORT SHOPPING MALL	STORES MANAGER	1,20,000

Total No. of Students Placed during 2020-21: 60


PRINCIPAL
SRR & CVR GOVT. DEGREE COLLEGE
(Autonomous)
Machavaram, VIJAYAWADA - 520-004.

Date: 17 Feb 2022

Mr ANIL KUMAR THANGIRALA

5154Kalavakatta 521139

Employee No: 2350764

Dear Mr ANIL KUMAR THANGIRALA

Engagement Letter - Trainee

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 17 Feb 2022 and expire on 17 Feb 2023 subject to the following terms and conditions:

1. Your training engagement shall conclude on the 17 Feb 2023 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to Bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated without notice.
10. The nature of your relationship with TeamLease will be that of contract of service from 17 Feb 2022 and expire on 17 Feb 2023. Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

Please return the copy of the Engagement Letter 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 engagement. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



Signature and date:

Name: ANIL KUMAR THANGIRALA

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Date: 04 Jan 2022

Ms Seera Jyothi
Venkateswaranagar Madhuranagar Vijayawada

520011 520011

Employee No: 2317740
Dear Ms Seera Jyothi

Engagement Letter

We are pleased to appoint you in our organization as Fashion Assistant subject to the following terms and conditions:

1. Your term of engagement will commence from 04 Jan 2022 and expire on 03 Jan 2023 during which you will render services to our Client's premises at Visakhapatnam specified from time to time subject to the terms and conditions of the engagement letter executed by you on 04 Jan 2022. Further that you shall be bound by terms of this engagement letter and that you shall act in accordance with the instructions, rules or regulations received by you from TeamLease or any authorized person of TeamLease.
2. You hereby agree to the following terms and conditions:
 - i. You shall perform the services, in a professional manner, at the Client's location until the expiry of the term or termination of your engagement.
 - ii. During the term of your engagement, you shall render services exclusively to the Client or any of its group companies, subsidiaries or affiliates as instructed by TeamLease. Further that you shall not engage either directly or indirectly in any trade, business or employment during the term of your engagement, whether for or without any commercial gain, in any manner whatsoever.
 - iii. You shall not engage in any conduct which is detrimental to the interests of the Client or TeamLease.
 - iv. You shall not receive any payments, gifts or gratuities of any nature either directly or indirectly from the Client unless agreed to by TeamLease except for any rewards or incentives based on your performance which shall be at the sole discretion of the Client.
 - v. You shall extend all cooperation to Client's employees, consultants, representatives etc., and do all such things as may be necessary and comply with all terms of the engagement letter so as to effectively undertake the work.
 - vi. Report and be present at the designated location during the working hours mentioned by the Client and abide by the rules and regulations as intimated by TeamLease.
 - vii. Comply with the safety, health and other rules and regulations of TeamLease as intimated to you.
 - viii. Comply with leave policy as intimated through the associate handbook
 - ix. You shall not divulge any trade secret or confidential information which you come across during the term of your engagement or in course of services being provided to the Client.
 - x. During the course of your engagement, TeamLease reserves the right to transfer you to any location within the territory of India for executing the services to the Client. Further TeamLease reserves the right to depute your services to the Client's affiliates, group companies or subsidiaries at any location within the territory of India.
3. During the term of this engagement, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither TeamLease offers you any employment with TeamLease nor you become an employee of TeamLease. Upon expiry or termination of this engagement letter, your engagement with TeamLease shall stand terminated forthwith.
4. You shall not act in any act subversive of any discipline or insubordination of your duties or any misconduct including but not limited to theft, fraud or misrepresentation or any event such that of prolonged absenteeism, destruction or damage to the property of the Client, then in such event, TeamLease shall be at liberty to take necessary disciplinary action against you and shall be at liberty to forthwith terminate this engagement.
5. In case TeamLease finds your services are not in conformity with the requisite service level standards, then TeamLease reserves the right to initiate a performance improvement plan and further in case you fail to perform as

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per the said requisite standards, despite being provided the performance improvement plan, then TeamLease reserves the right to terminate your services accordingly.

6. Either party may terminate this engagement by issuing 30 days notice in writing or payment of 30 days' basic salary in lieu of notice thereof. TeamLease reserves the right to waive the applicable notice period, at its discretion. Notwithstanding anything contained herein in case of any breach of the terms of this engagement letter, TeamLease shall be entitled to forthwith terminate your engagement.
7. Termination of this engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
8. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to perform any of your obligations under this engagement letter or for misconduct or for violation of any law or for creation of any legal liability by you.
9. In the event of any dispute between you and TeamLease, the parties shall negotiate with each other and endeavour to amicably resolve the said dispute. In case of any failure to amicably resolve any dispute then the same shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
10. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
11. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
12. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
13. During your engagement with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you or in case we find any incorrect, inaccurate or any misleading information while conducting reference checks then this engagement letter stands cancelled/revoked.

We at TeamLease would like to create an environment and culture committed to cooperation, 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 engagement. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your engagement at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of the 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: SEERA JYOTHI

Salary Annexure

Employee No: 2317740

Particulars	Amount
Basic	8728
House Rent Allowance	3492
Employer PF Contribution	1047
ESIC - Employer	428
Statutory Bonus	926
TotalAmount	14621
Amount In Words(Rs)	Fourteen Thousand Six Hundred Twenty One Rupees

Net Pay Annexure

EARNINGS	Amounts
Basic	8728
House Rent Allowance	3492
Statutory Bonus	926
Gross Earnings	13146
DEDUCTION *	Amounts
Employee ESI	99
Employee PF	1047
Professional Tax	0
Total Deduction	1146
Net Salary	12000

* Income-tax deductions, if applicable will be as per the Income-Tax, 1961.

Note: This statement is only for the purpose of information and is illustrative in nature.

In case of any queries, request you to contact us via below provided details

Email: info@teamlease.com

Contact Number: 080-60000655

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment 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.

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://tconnect.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

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your responsibilities in ensuring a safe workplace.

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TeamLease Services Limited., CIN No. U74140MH2000PTC124003
BMT Commercial Complex, 8th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.
Ph : (91-80) 33002345, Fax : (91-80) 33243001 www.teamlease.com
Registered Office: No 6, 3rd Floor, C Wing, Laxmi Towers, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051

Reference No. - 1384176569

Garikapudi Devi

Date: 28 Dec 2021

Name: Garikapudi Devi

Reference ID: 1384176569

Dear Garikapudi,

Sub: Participation in certificate course in Sales Management at ICICI Bank Sales Academy

Congratulations!

With reference to your application and subsequent interview for the position of Sales Officer at ICICI Bank, we are pleased to confirm your selection to join the ICICI Bank Sales Academy as part of Sales Management Certificate Course (hereinafter referred to as "Certificate Course"). On completion of the Certificate Course, which includes classroom training and on the job internship, you shall be awarded a certificate in Sales Management.

On successful completion of classroom training, you will undergo 15 days of on the job internship at ICICI Bank. On commencement of on the job internship at ICICI Bank, you will be absorbed in the grade of Sales Officer Trainee posted at VIJAYAWADA - M. G. ROAD_BR. The date of joining ICICI Bank post successful completion of classroom training will be informed to you at the Sales Academy during your classroom training.

On successful completion of the 15 days on the job internship, you shall be fitted at the grade of Officer and shall be on probation for a period of 11 months from date of completion of on the job internship or such extended period as may be decided by ICICI Bank depending on your performance during the probation period. On successful completion of probation period including that of extended period, if any, you shall be confirmed in the services of ICICI Bank by way of a written communication. Your role as a sales officer would entail new customer acquisition, generation of prospective customer base, outdoor field sourcing and other activities relevant to the role.

The following detailed terms and conditions shall govern classroom training, on the job internship period and your employment with ICICI Bank which includes probation period:

Certificate Course Details & Benefits

1. The classroom training would span over a period of 15 (fifteen) days in ICICI Bank Sales Academy followed by 15 (fifteen) days of on the job internship at

- ICICI Bank. On successful completion of the classroom training and on the job internship, you will be awarded a certificate in Sales Management.
2. The Certificate Course at ICICI Bank Sales Academy is scheduled to commence from **30-Dec-2021**. You are required to report at the academy on **28-Dec-2021**
 3. You will be reimbursed the cost of train travel by sleeper class for the travel to city of the ICICI Sales Academy to join at the Certificate Course by the shortest route from your current place of stay, on submission of original ticket for the journey.
 4. The course fee of the Sales Management certificate program is Rs. 17,500/- along with the applicable service tax, out of which you are required to pay to the sales academy Rs. 12,500/- along with the applicable service tax, at the time of joining the course. The fee is inclusive of expenses on faculty, training material, boarding and lodging etc.
 5. For the first 15 days of the Certificate Course at ICICI Bank Sales Academy, you will be provided with boarding and lodging facilities by ICICI Bank. There shall be no stipend paid to you during this period of Certificate Course.
 6. ICICI Bank shall have the right to allot you any duties/role for which you may be considered competent on successful completion of the on the job internship programme and shall also have the right to post/transfer you to any of its own branches/offices and/or to any of the ICICI Group Companies/Subsidiary Companies, depending upon the exigencies/requirement.
 7. During the Certificate Course and employment with ICICI Bank you will be governed by the terms and conditions framed by ICICI Bank Sales Academy/ICICI Bank from time to time.
 8. Your joining the Certificate Course, subsequent appointment at ICICI Bank and your continuation in employment is subject to your being found medically fit by a Bank appointed doctor and reference checks.
 9. Your appointment and your continuation in employment are subject to your successful completion of your graduation and submission of your certificate and mark sheet within 3 months of joining.
 10. Termination from the Certificate Course : You are liable to be terminated from the Certificate Course in the event of:

- a. Any breach on your part of the terms and conditions of the Certificate Course or the employment with ICICI Bank that may be promulgated by ICICI Bank/ ICICI Bank Sales Academy from time to time.
- b. Any incorrect information or documents furnished by you.
- c. Any act of commission and omission on your part which is prejudicial to the interest and reputation of the ICICI Bank/ICICI Bank Sales Academy.

11. Remuneration:

- a. During on the job internship period, you will be paid an all-inclusive gross lump sum stipend of Rs. 7,636/- (Rupees Seven thousand Six Hundred and Thirty Six only) per month. This is subject to necessary taxes and deductions..
- b. On successful completion of on the job internship and on commencement of the probation period, you will be absorbed in the grade of Officer on a total annual salary (on a cost-to-company basis) of **Rs. 1,72,942 lakh (Rupees One Lakh Seventy Two Thousand Nine Hundred and Forty Two Only)**, the breakup of which is mentioned in subsequent paragraphs.
- c. Your Basic Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- d. You will be eligible for HRA of Rs. 36,000/- (Rupees Thirty Six Thousand only) per annum.
- e. You will be covered under Group Medical Insurance, Group Life Insurance and Group Personal Accident Insurance Schemes of ICICI Bank from the commencement of on-the-job internship.

12. Supplementary Allowances:

- b. You will be eligible for a Supplementary Allowance of Rs. 19,200/- (Rupees Nineteen thousand two Hundred only) per annum. Supplementary allowance will include - Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by income tax act and policies of the bank.
- b. The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

13. Superannuation Allowances:

- a. You will be eligible for a Superannuation Allowance of Rs. 10,800/- (Rupees Ten Thousand Eight Hundred only) per annum.

14. Benefits:

- a. Comprehensive Mediciam Coverage for you and your immediate family up to Rs. 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- b. You will also be eligible for Retirement Benefits of ICICI Bank, namely Provident Fund and Gratuity in accordance with the statutory requirements and/or, as per Bank policy.
- c. The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- d. Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Other Terms and Conditions of Service:

1. Professional Ethics & Confidentiality: While you are in the service with ICICI Bank including on the job internship period, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity,

the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of ICICI Bank. You will not divulge details like your compensation structure (CTC), performance rating, variable pay amount, increment, etc. and will not divulge to any person or utilize any of ICICI Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside ICICI Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.

2. **IT Security Practice & Procedures:** While you are in the service with ICICI Bank including on the job internship period, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
3. **Notice Period:** In case you decide to leave ICICI Bank's services during probation period, you will be required to give forty-five days' notice. ICICI Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to ICICI Bank the gross salary for the notice period so reduced/waived off. In case you decide to leave ICICI Bank's services after confirmation, you will be required to give ninety days' notice. ICICI Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to ICICI Bank the gross salary for the notice period so reduced/waived off. After confirmation, your services would be liable to be terminated by ICICI Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.
4. **Transfer:** ICICI Bank shall have the right to transfer you to any of its offices or ICICI Group companies in India and abroad.
5. **Joining Competitor:** In the event of termination of your services by ICICI Bank or your resignation from the services of ICICI Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
6. Please note that during the course of your services with ICICI Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with ICICI Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of ICICI Bank/Group Companies/Business Partners. Any act in

Contravention of the above provision shall entail initiation of appropriate action as deemed fit by ICICI Bank

7. Please note that during the course of your services with ICICI Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
8. Please note that while joining the services of ICICI Bank and during the course of your services with ICICI Bank, you would be required to notify ICICI Bank immediately with details of civil or criminal case/s instituted against you in any court of law or any complaint/show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of chargesheet/arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by ICICI Bank.
9. ICICI Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence – directly or indirectly – upon any authority to further your interest/s in respect of matters pertaining to your services with ICICI Bank would amount to breach of employment contract leading to initiation of appropriate action.
10. Please note that during the course of your services with ICICI Bank, you will not take part in any demonstration/agitation against ICICI Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of ICICI Bank leading to initiation of appropriate action.
11. Termination of Employment: In addition to what has already been mentioned in the foregoing, your services with ICICI Bank are liable to be terminated: Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with ICICI Bank including you're on the job internship in the event of
 - i. Any breach of the conditions mentioned in this letter on your part
 - ii. Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

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

Signature of Applicant

Digitally signed by REVATI ABHAY WAGH
Date: 2021.12.28 13:08:37 +05:30
Reason: Offer Letter
Location: Mumbai

JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of receiving confirmation about your medical fitness. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organisation
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) Aadhar Card
- 6) Medical reports (If you have completed medical test from other than SRL Diagnostic Center, please upload medical reports)
- 7) PAN Card

You are required to carry all original documents for verification on the day of joining.

Remuneration Details

ICICI Bank Limited
ICICI Bank Towers
Bandra Kurla Complex
Mumbai 400 051, India.

Tel: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website: www.icicibank.com

Regd. Office "Landmark",
Race Course Circle,
Vadodra 390007, India.

Ge. Kani

Name : Ganikapudi Dev
Position : Sales Officer Trainee
Group : RETAIL BANKING GROUP

	Monthly
Basic	3 400
HRA	1 700
Allowance	1 900
PF**	636
Total	7636

** This total amount is subject to PF and Professional Tax Deductions
Date: 28 Dec 2021

Digitally signed by REVATI ABHAY
WAGH
Date: 2021.12.28 13:08:37 +05:30
Reason: Offer Letter
Location: Mumbai

61 Revati

QESS

WINNING TOGETHER



PODILI PRABHU

Offer ID : QS2326279

Location : Vijayawada

Valid Date : 30-Jun-22

Quess Corp Ltd.

A handwritten signature in black ink, appearing to read 'Prabhu'.

Authorised Signatory

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

OFFER & APPOINTMENT LETTER

Offer Release Date: December 10, 2021

**Dear CHALAMARLA NAGA VENKATA SIVA KUMAR,
D/NO : 21-10 \ 1-56, near Ambedkar Colony, Vijayawada,
Andhra Pradesh, India, 520011**

Dear **CHALAMARLA NAGA VENKATA SIVA KUMAR,**

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

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

You are requested to join us on **December 10, 2021** at 9:00 A.M at **Vijayawada**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

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

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

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

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

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

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

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

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

HCL TECHNOLOGIES LTD.

Corporate Identification Number: L74140DL1991PLC046369

B-39, Sector 1, NOIDA 201 301, UP, India.

T: +91 120 4024700, 3337000 F: +91 120 2425833

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Please share your acceptance to offer as a confirmation within 3 days of receiving this letter and sign the duplicate copy of this Offer & Appointment Letter and Annexure(s) and submit the same on the day of joining failing which this offer & appointment letter extended to you by HCL Technologies Ltd shall stand withdrawn without any liability.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

For HCL Technologies Limited(2310)



Amrita Das

Vice President, Head-Global Rewards

Signature



Annexure 1

COMPENSATION PLAN

Name	CHALAMARLA NAGA VENKATA SIVA KUMAR
Band	E1
Designation	Software Engineer
City	Vijayawada
Monthly Components (in INR)	
Basic Salary	13,750
House Rent Allowance	4,115
Advance Statutory Bonus	2,160
TOTAL: Monthly	20,025
TOTAL: Monthly Components: Annualized	2,40,300
Retirals & Other Benefits (in INR)	
Provident Fund	19,800
Medical Insurance Premium/ESIC	6,967
Gratuity	7,933
TOTAL : Retirals	34,700
Variable Components (in INR)	
Performance Bonus (in Rs.)	-
Engagement PB (paid monthly) @ 100% achievement levels	-
TOTAL: Variable Components	-
COST TO COMPANY	2,75,000
Insurance & Medical Benefits (in INR)	
	Max Sub limits (p.a.)
Hospitalization cost reimbursement limit	-
Term life Insurance Cover	2,000,000
Disability cover due to accident (upto)	1,800,000
NOTE:	
1. Flexi Basket is only applicable in E2+ employees	
2. All salary components are governed by the company policies and statutory guidelines.	
3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.	
4. Any personal tax liability arising out of compensation will be borne solely by the employee.	
5. Gratuity to be payable as per act	

ANNEXURE II

Welcome aboard...

Signature



It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting – Vijayawada.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

4. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

5. Agreements

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

Signature



You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

6. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

7. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

8. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

9. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

10. Retirement

You will retire from service on attaining superannuation at the age of 55 years.

11. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

12. Correctness of the Details Furnished

Signature



You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

13. Data Protection:

- a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

14. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

Annexure III

Table with 2 columns: S.No. and Particulars (To be submitted to the Recruiter/Online of the BGV link). Row 1: 1, Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for Signature

Handwritten signature in blue ink.

	courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)
5	Identity Verification - Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official’s (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer’s active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining / induction day (Hard Copies)

S. No	Document Name	Number of Photocopies
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)	1
2	Extension Letter (if the Date of Joining in the offer letter is past dated)	1
3	Passport –Front copy only - for Name & DOB proof.	1
4	10 th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1
6	Passport Size Photographs (Only with white background)	3

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.

Signature



- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

Location of HCL Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)
2	CHENNAI	HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119
3	BANGLORE	HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106
4	KOLKATA	HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091
5	HYDERABAD	HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081
6	PUNE	HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013
7	MUMBAI	HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093
8	LUCKNOW	HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002
9	MADURAI	HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020
10	Nagpur	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur
11	Coimbatore	State Street Hcl Services Human Resources Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526
12	Vijayawada	State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102. HCL Technologies Ltd, S.No: 20/3, NH-5, Kesarapalli Village, Gannavaram, Vijayawada, Krishna District, Andhra Pradesh- 521102.

ANNEXURE IV

Signature



EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- ✚ Basic Salary
- ✚ Monthly Allowances
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

✚ **Disclaimer:**
✚ *Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.*

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

• VARIABLE PAY

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

Signature



Performance Bonus (PB):

Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
 - By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
 - The premium payable depends on the dependants declared.
 - The hospitalization coverage limit will be same as defined in compensation structure.
 - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
 - You may refer 'Medical Insurance policy' for further details.
- Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

Signature



- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice. Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: D/NO : 21-10 \ 1-56, near Ambedkar Colony, Vijayawada,
Andhra Pradesh, India, 520011
Email ID: siva.chalamarla143@gmail.com
Telephone Number: 8125544267**

Signature





09-Feb-2022

Dear **Tadiboyina Bhavani**,
B.Sc, Statistics
SRR and CVR Government Degree College, Vijaywada

Candidate ID – 20129397

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

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

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

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

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

Please note:

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

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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

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

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

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Tadiboyina Bhavani **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

Tadiboyina Bhavani, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.
The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the

Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

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

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated

and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited Tadiboyina Bhavani

Sign: _____

Sign: _____

Name:

Name:



STRICTLY PRIVATE & CONFIDENTIAL

Ref: 7630938

Date: 26-Apr-2022

**Chagantipati Harish,
Sita Rama nagar ,
yanamalakuduru
Vijayawada (520007)**

Sub: Appointment Letter

Dear Chagantipati Harish,

We are pleased to offer you appointment as **Jr. Executive - IT (Grade ISA)** in the Management Cadre of ITC Infotech India Limited (the "Company") on the following terms and conditions with effect from **28-Apr-2022**

Please note that you will be required to report to our office at Bangalore on the date of joining and your initial posting will be to **Bangalore**

1. This appointment is subject to

- a. Your employment is subject to passing the pre-employment medical check-up, as per the policy of the Company. Decision of the Company's medical team in this regard will be final.
- b. You regularly attending the learning programs nominated by the Company; and you completing the assessments in a timely manner and as per the threshold completion criteria specified by the Company
- c. The Company receiving appropriate and satisfactory replies from your referees. The decision of the Company in this regard will be final.
- d. Your producing acceptable certified documentary evidence of your date of birth. This evidence must be a Birth Certificate or School Leaving Certificate, copy of your passport or an Affidavit attesting your date of birth and sworn by your father, mother or a close relative. This date once accepted will be used for all purposes in connection with your employment and no cognisance will be taken for any alterations in the future.
- e. Your producing acceptable certified documentary evidence of your academic and professional qualifications.
- f. The Company receiving appropriate and satisfactory report on your background check i.e. past employment and education details.

2. Quality Certification Program Test

The Company places immense importance in ensuring that its employees have awareness and understanding of the quality processes and systems of the Company.

Page 1 of 11

ITC INFOTECH INDIA LTD, A wholly owned subsidiary of ITC LIMITED

18, Banaswadi Main Road, Maruthiseva Nagar, Bengaluru - 560 005, Karnataka, India Tel: +91 - 80 - 22988331 - 37

Regd. Office: Virginia House, 37, J.L. Nehru Road, Kolkata - 700 071, West Bengal, India

Visit us at www.itcinfotech.com | Corporate Identity Number: U65991WB1996PLC077341 | e-mail: contact.us@itcinfotech.com



In this regard, immediately on commencement of your services with the Company, you need to take a self-training on quality processes and systems of the Company and are expected to pass the "Quality Certification Test" (QCT) conducted by the Company. The training material to assist you in understanding the quality processes and systems are made available on Company's intranet.

You will be governed by the applicable Quality Certification Policy of the Company.

3. **Separation from Service**

In the event you decide to leave the services of the Company, you shall be required to give ninety (90) days' notice in writing to Company, of your intention to do so. Company reserves the discretion either to relieve you only at the end of the ninety (90) days' notice period or accept your resignation at any time prior to the expiry of the notice period. Company may terminate your service by giving you ninety (90) days' notice period or salary [Consolidated (Basic) salary] in lieu of notice period.

However, if at any time you commit a breach of this agreement or are found guilty of misconduct (including absence without leave, violation of the Company's rules, regulations, policies, and/or Code of Professional conduct), or conduct yourself in a manner calculated to bring the Company or its employees into disrepute, the Company reserves the right to forthwith discharge you from service without notice or salary in lieu of notice. You agree that if you are on unauthorised leave for a period of more than five [5] working days, it shall be deemed as a voluntary resignation of your service without notice and you shall be liable to pay the Company salary [Consolidated (Basic) salary] in lieu of notice period. For the purpose of this clause "unauthorised leave" means leave taken without the approval of your reporting manager.

At the time of separation from the Company, you will ensure that the assets, documents and intellectual properties of the Company in your custody and/or under your charge, including any power of attorney (s) issued by the Company in your favour are returned intact to the Company and you will forthwith vacate the Company accommodation, if any, provided to you.

4. **Remuneration and other terms and conditions**

Please refer to Annexure for the details as applicable to you.

Your job title and compensation have been discussed with you and we have mutually agreed upon the same.

You shall be governed by the remuneration and business facilities matrix applicable to managers of your grade in accordance with the Rules of the Company. Increments and remuneration review are at the sole discretion of the Management. Your remuneration is strictly confidential and should not be disclosed or discussed with others

In addition, you shall be entitled for the following as per the rules of the Company in force from time to time:

a. **Increments**

Annual Increments are payable at the sole discretion of the management of the company.



In case you have joined the Company during April - December, you will be eligible for annual appraisal and salary review in the subsequent financial year. Pro-rated merit increase will be applicable for the grade / level / performance based on number of completed months during the appraisal cycle, as per the policy.

1. In case you have joined the Company during January - March, you will not be eligible for annual appraisal, performance linked pay and salary review for that period.

b). Leave/Leave Accumulation/Leave Encashment

1. You will be eligible for leave / leave accumulation / leave encashment as per the rules of the Company, for the time being in force or as may be in force from time to time. Leave encashment is done on last drawn 'Basic Salary'.
2. The Company may at any time, at its discretion, ask you to proceed on leave on such terms as may be decided by the Company.

5. Provident Fund

You will be eligible to join the Company's Provident Fund, from the date of your joining the company. In this connection you are requested to inform the Company whether you are presently or have been, a member of any Provident Fund Scheme.

6. Maternity

Women employees shall be provided maternity linked leave and benefits, as per the Maternity Benefits Act.

7. Retirement

As an employee, you will retire from the services of the Company on attaining the age of 58 years.

As per the company records your date of birth is considered as **20-Oct-2000** and the date of birth declared by you in your application for all employment related purpose will be conclusive and no alteration shall be permissible at any time.

8. Transfer

You may from time to time be transferred in the service of the Company to any of the Company's Branches, Department and Divisions in India or abroad. You may also be transferred to the service of the Company's holding/subsidiary/associate/allied company(s) and the expression "the Company" used in this appointment letter will include any such company by which you may for the time being employed with or transferred to. The Company may anytime second / loan your services to its holding / subsidiary / associate / allied company, whether in India or abroad.

The Company may at any time send you on deputation in India or abroad.

9. **Confidentiality**

- a. You will not at any time without the written consent of the Managing Director of the Company disclose or divulge or make public except on legal obligations any proprietary information regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of your service or otherwise.
- b. In case you are required to sign a separate non-disclosure or similar agreement for any specific customer, you shall sign such agreement. In the event of any violation by you of such non-disclosure or similar agreement with the customer, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice and in such case, you shall have no claim against the Company. The Company's right to discharge you from the services of the Company shall be without prejudice to any other rights of the Company, including the right to recover damages from you
- c. You will during your employment with the Company and at all times after you cease to be an employee of the Company maintain all proprietary and/or confidential information of the Company and the Company's clients (hereinafter referred to as Confidential Information), in strict confidence, especially those which the Company is under an obligation to keep confidential and generally all such Confidential Information relating to the Company's business or the business of any of the Company's client(s) , and not divulge to any third party any Confidential Information relating to the Company's business or the business of any of the Company's clients, acquired in the course of working with the Company at the Company's offices or at the workplace of the Company's clients, except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction and excluding information being disseminated with appropriate approvals for statutory requirements. Also training and access to new opportunities / technologies provided to you would result in know-how being made available to you and you are required to ensure that such know-how is kept confidential and shall not disclose or divulge such know-how except with the written consent of the Company, or in accordance with an order of a court of competent jurisdiction.

Provided that nothing in this Clauses b & c shall prohibit the seeking or procuring work or the doing of business not relating to or similar to the Company's business.

- i. You are also required to provide a copy of the PAN (Permanent Account Number).
- ii. The court at Bangalore shall enjoy the exclusive jurisdiction to entertain all disputes arising out of the terms and conditions of this agreement.
- iii. If any provision contained in this agreement is construed to be invalid or unenforceable, the same shall not affect the validity /legality or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

10. Others

- a. Your service with the Company will be governed by the Company Policies, including those contained in the Employee Handbook, published from time to time, as applicable at the time. Your duties will be laid down by the Management of the Company. The Company reserves the right to make changes to any of the Policies from time to time which will be updated on the Company's intranet.
- b. If, during your employment with the Company, you make, invent, suggest or in any manner acquire any invention, process, programs, projects, Information Technology (IT) solutions or new technologies, relating to the business of the Company, services rendered or dealt in by the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and the ownership of all intellectual property including the copyright and patents in all the works developed by you shall vest with the Company in perpetuity, and you will, at the request and cost of the Company, assign to the Company the full benefit of such invention, process programs, projects, IT solutions or new technologies and any copyrights, patents or other similar rights obtained by you in any country in respect thereof, but you will be entitled to be repaid by the Company any sums expended by you with the previous written consent of the Company in connection with any such invention, process, programs, projects, IT solutions or new technologies, relating to the business of or the services rendered by the Company. You will promptly communicate to the Company the full particulars of such invention, process, etc. and render all assistance /co-operation as may be required by the Company to secure the registration thereof in the name of the Company.
- c. You are expected to comply with all legal provisions/requirements and the policies and procedures of the Company. If you violate any legal provision/requirement or any of the. Company's policies or procedures, the Company reserves the right to discharge you with immediate effect without notice or salary in lieu of notice, and in such case, you shall have no claim against the Company. In view of the nature of the Company's business, compliance with copyright and information technology/cyber laws is of importance in the course of your employment with the Company.
- d. The Company is committed to providing a harassment free environment for its employees and has adopted a policy towards Prevention of Sexual Harassment at the workplace. You shall be governed by this policy and you will be required to adhere to the terms and conditions contained therein.
- e. You are required to devote your full time and attention in the work assigned by the Company and you shall not take up any independent or individual assignment whether i) full time or part time, ii) in an advisory capacity or otherwise, or iii) as an honorary position or otherwise directly or indirectly, without the written consent of the Company
- f. The Company's business may require you to travel abroad and it is in your interest to hold a valid passport at all times and submit an authenticated copy of the same for our records.
- g. The Company may sponsor you from time to time for specialised training or certification in technical or management programs. You may also be required to undertake assignments overseas. In consideration of any such training, certification or assignment provided to you, you agree not to leave the service of



the Company for a specified period of time after the completion of such training, certification or assignment. The specified period(s) of service will be decided by the Company on a case-to-case basis. In the event, of any violation of this condition by you, the Company will be entitled to recover from you, related expenses incurred towards such training, certification or assignment.

- h. You shall not during the period of your service and after your separation, (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) take any action, which constitutes an interference with or a disruption of any of the company's business activities and /or would be in violation of the confidentiality obligations contained in this appointment letter or any non-disclosure agreements executed with any customer /client of the company during your service with the Company.
- i. You agree and covenant that during the period of your service and for a period of one year after your separation (regardless if this separation is voluntary or involuntary, or caused by breach of this agreement) from the Company, except with the prior written consent from the Managing Director of the Company, directly or indirectly, either on your own behalf or on behalf of any other individual, firm or company including, without limitation:
 - i. Seek to procure work from or do business with any individual, firm or company for whom the Company or its wholly owned subsidiaries / associate companies has, at any time during the twelve months immediately preceding the termination of your Contract provided services to; or,
 - ii. Solicit or entice away any of such individuals, firms or companies whom you have called or have interacted with or with whom you deal with or had an occasion to deal with either directly or indirectly by reason of your employment with ITC Infotech or,
 - iii. Solicit, entice and/or recruit any person who at the time of the termination of your employment or any time during the twelve months preceding such termination was engaged by the Company or any of its subsidiary/associate companies.
 - iv. Assist, engage, participate or be concerned in any action, including providing of services or products such as or similar to those provided by the Company or its wholly owned subsidiaries / associate companies, that may divert the business or patronage of any customer from the Company or its wholly owned subsidiaries/associate companies, or otherwise damage or alienate the relationship between the Company or its wholly owned subsidiaries/associate companies and any such customer; Customer for the purpose of this subsection (iv) shall mean any business entity , firm, individual, or company, prospective or otherwise, with whom the Company or its wholly owned subsidiaries/associate companies, has/had relationship , with whom you deal with or had an occasion to deal with, directly or indirectly by reason of your employment with the Company.



You will join the Company on **28-Apr-2022** and you are requested to report to **Prabhakar Shetty** at **ITC Infotech Bangalore**.

On reporting for duty, you will be required to complete necessary joining formalities, which will include:

- i. Completion of joining formalities
- ii. Submission of various documentary evidence as may be required by the Company
- iii. Acceptance of Company's policies on
 - a. Electronic mail
 - b. Internet access
 - c. Confidentiality
- iv. Consent form for sharing Personal Information

Please ensure that on the date of your joining the Company you bring along with you all the necessary documents (in original and the copies) needed to facilitate the joining.

You are expected to familiarise yourself immediately after your joining the Company with all the Organisation Policies and systems as applicable at the time. These policies are available on Company's intranet and are also communicated from time to time

This appointment is made on the understanding that the information given by you to the Company is correct, true and complete. In case it is found at any time during the course of your employment that the information given by you to the Company is incorrect, untrue or incomplete, this appointment letter may be withdrawn and / or your employment with the Company may be terminated by the Company with immediate effect, without notice or salary in lieu thereof.

Any change in your marital status / residential address / acquisition of additional qualifications etc. should be intimated to Talent Management Department to enable us to keep your records up to date.

All communication sent to you by the management at your last given address shall be deemed to have been delivered to you at the correct address.

Please return the duplicate copy of this letter duly signed and dated, by **28-Apr-2022** as a token of your acceptance of the terms and conditions contained in this appointment letter.

Please note that if we do not receive your acceptance of the terms and conditions contained in this appointment letter by **28-Apr-2022**, our offer and this appointment letter shall stand automatically withdrawn.

Looking forward to a long and fruitful association with you. Congratulations and welcome to the world of ITC Infotech India Ltd.



For **ITC Infotech India Limited**

Jaismon Emmanuel
Senior Vice President – Business Excellence

AUTHORIZATION / DECLARATION / ACKNOWLEDGEMENT BY THE CANDIDATE

AUTHORIZATION:

I, **Chagantipati Harish** authorize ITC Infotech India Limited and its representatives to conduct a pre or post-employment background check of my past employment history and education. I understand that my employment with ITC Infotech India Limited is subject to a positive background check to the satisfaction of the Company.

SIGNATURE: _____

DATE: _____

ACKNOWLEDGEMENT CLAUSE:

I accept the terms and conditions as set out above

SIGNATURE: _____

DATE: _____

DECLARATION:

I am / I am not (strike-off whichever is not applicable) a relative of a Director or Key Managerial Personnel of the Company within the meaning of Section 2(77) of the Companies Act, 2013, read with Rule 3 of Companies (Specification of definition details) Rules, 2014.

I am / I am not (strike-off whichever is not applicable) a child / spouse of a manager currently working in the Company, its holding company, its subsidiary companies and associate companies.

I was / I have not been (strike-off whichever is not applicable) earlier employed by the Company, its holding / subsidiary / associate companies.

SIGNATURE: _____

DATE: _____

Annexure-Salary Structure

Components	Amount (Rs. Per Month)	Amount (Rs. Per Annum)
Consolidated Salary (Basic Salary)	5,417	65,000
House Rent Allowance	2,708	32,500
Supplementary Allowance	12,305	1,47,664
Meal Coupon - Refer EN1	1,100	13,200
Sub Total I	21,530	2,58,364
Leave Travel Allowance - Refer EN3	500	6,000
ITC Products & Services - Refer EN4	104	1,248
Provident Fund (Company Contribution)	1,800	21,600
Sub Total II	2,404	28,848
Bonus	3,149	37,788
TOTAL	27,083	3,25,000

Explanatory Notes (EN):

1. Meal Coupons - Coupons pertaining to a month will be distributed to the employees in the subsequent month (E.g. Rs.1100/- for the full month of November, will be distributed in the first week of December). However, in cases where there is no full month of service (on account of Secondment/Exit, the prorated value will be paid as part of salary). Meal Coupon if not opted, the same will be paid as supplementary allowance.
2. Group Accident Insurance Policy for Self for a sum insured of **Rs. 25,00,000** per annum. Group Medical Insurance Policy for Self, Spouse and children for a sum insured of **Rs. 5,00,000** per annum. Voluntary Parental Group Medical Insurance Policy for a sum insured up to **Rs. 3,00,000** on payment of applicable premium by employee.
3. Leave Travel Allowance of **Rs 6,000** per annum is paid as per company policy, prorated for the previous financial year along with April salary of the following financial year.
4. ITC Products & Services - This scheme provides you an opportunity to avail and enjoy ITC's world class products and services, governed by the following policy. You are eligible to claim reimbursement towards the purchase upto **Rs. 1,248** per annum, prorated in case where there is no full year of service. The reimbursement amounts are based on assumption that you are availing the benefit upto the entitlement as per the policy. If you do not avail the benefit, the amount mentioned is non-encashable or not carried forward to the next financial year.
5. Gratuity - You will also be eligible for Gratuity as per the Payment of Gratuity Act.
6. Bonus - You are entitled to the indicated Bonus amount as per the Payment of Bonus Act or the STI amount as per the policy, whichever is higher. In case you have joined the Company during January - March, you will be eligible for STI from the following accounting year.

All payments will be made as per company's policy, applicable income tax and statutory deductions.



Annexure
Employee Consent Form

I **Chagantipati Harish**, confirm that I am voluntarily sharing my Personal Information with ITC Infotech India Limited ('ITC Infotech') for the following purposes:

- a. Validating my Curriculum Vitae and relating records including job application and conducting background verification checks and medical checks.
- b. Employee related action including record keeping, processing payroll, compensation and benefits, visa and work permits; and
- c. Any action required in the context of my employment with ITC Infotech.

I also agree and allow ITC Infotech to share my Personal Information to any third party/(s) or customers of ITC Infotech insofar as may be necessary or desirable in connection with my employment.

I agree to regularly update my Personal Information made available to ITC Infotech and confirm to the accuracy and correctness of the Personal Information furnished by me.

I have read and understood the definition of "Personal Information" as detailed in the Exhibit to this Annexure. For the purposes of this Consent Form, I understand that Personal Information shall include sensitive personal data or information detailed in the Exhibit to this Annexure.

SIGNATURE: _____

DATE: _____



Exhibit to Annexure

Definitions of “Personal Information” and “Sensitive Personal Data or Information” as contained in the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011, are as follows:

“Personal information” means any information that relates to a natural person, which, either directly or indirectly, in combination with other information available or likely to be available with a body corporate, is capable of identifying such person.

“Sensitive personal data or information” of a person means such personal information which consists of information relating to; —

- i. password.
- ii. financial information such as Bank account or credit card or debit card or other payment instrument details.
- iii. physical, physiological and mental health condition.
- iv. sexual orientation.
- v. medical records and history.
- vi. Biometric information.
- vii. any detail relating to the above clauses as provided to body corporate for providing service; and
- viii. any of the information received under above clauses by body corporate for processing, stored or processed under lawful contract or otherwise:

PROVIDED that, any information that is freely available or accessible in public domain or furnished under the Right to Information Act, 2005 or any other law for the time being in force shall not be regarded as sensitive personal data or information for the purposes of these rules.

Application Development Associate
Phone Number +91 82977 27554 (Mobile)
Email Address n.pandiripalli@accenture.com
Location Hyderabad - HDC2A



Srinivas Nanjappa
Manager

Overview

My Career Profile Completeness

Photo	
Career Profile Complete	□□□□
Specializations	
Skills	
Travel Amount	
Relocation Preference	
Certification	
Languages	
Experience	
Education	✓
Training	
Awards and Activities	
Professional Affiliations	

Employee History

Job Profile Changes

Job Profiles

Date	Type	Reason	Job Profile	Manager
24/12/2021	Hire	Hire Employee > New Hire	Application Development Associate	Srinivas Nanjappa



My Job Profile

Job Family & Job Family Group Details	
Job Family Group	Software Engineering
Job Family	Application Development
Job Profile Details	
Management Level	12-Associate
Job Profile	Application Development Associate
Job Profile Description	<p>Develop, design and maintain technologies that improve the way our clients and the world works. Support the core of Accenture's Technology business. Use curiosity to solve Technology problems through developing, designing, and maintaining software products or systems that enable client strategies. Work in challenging and dynamic environments. Use their versatility to create and support technology solutions that meet client requirements from analysis to implementation.</p> <p>MANAGEMENT LEVEL DESCRIPTORS</p> <p>Complexity (Degree of difficulty of an assignment or the level of problem-solving assessment and resolution required, as measured by degree of problem-solving, strategic vs. routine focus, and stakeholder interactions (e.g. – Executives, Supervisor, etc.)): •Requires solving of routine problems, largely through precedent and referral to general guidelines. •Interaction is within own team and direct supervisor.</p> <p>Authority (Power to influence or complete assignments independently, and ability to make decisions, as measured by latitude to devise work products or plans, reliance on instruction, and decision-making ability): Requires detailed to moderate level of instruction on daily work tasks and detailed instruction on new assignments.</p> <p>Impact or Decision Impact (Risk or consequences in the event of failure, as measured by range of expected impact such as within a team or across a team or area of responsibility and level of risk): Decisions impact own work.</p> <p>Scope (Degree of accountability for assigned tasks, our clients and/or the organization, as measured by size of work effort and scale of entity and/or program): Individual contributor as a part of a team, with a predetermined, focused scope of work.</p>
Key Responsibilities	
Responsibilities	<p>Application Design and Development Undertake some or all of the following:</p> <ul style="list-style-type: none"> •Develop application and component strategy in line with the business strategy for one or more programs •Bake technology trends into solutions •Architect the development strategy for applications and components •Manage one or multiple development streams in line with overall program(s) timing and milestones

	<ul style="list-style-type: none"> •Manage overall deployment plan; including the development plan and schedule •Implement and set security and data direction for the coding work •Understand business drivers that will impact performance •Ensure communication from/ to the technical architect of any issues that may affect any other areas of the project •Ensure maintenance activities are in line with Service Level Agreements (SLAs) or other business requirements •Provide technical expertise and guidance to production support staff •Design, build, assemble, and configure application or technical architecture components using business requirements •Build and leverage reusable code and libraries for future use •Lead code and quality management reviews •Team with stakeholders on application and component design to secure buy in •Partner with the testing team to ensure applications/components are fully functional •Oversee and fix any defects or performance problems discovered in testing
Key Skills	Design
Skill	<ul style="list-style-type: none"> •Work with team members to gather and interpret user/system requirements into design specifications •Design and code applications to functional and technical programming standards •Develop system specifications and interfaces for complex components
Skill Proficiency	Implement and/or maintain
Skill	<ul style="list-style-type: none"> •Create operational documentation for the application •Provide primary support for installation of application releases into production •Maintain applications according to SLAs •Conduct project and issue management (status reporting, issue reporting, ETC/budget reporting) for assigned scope of work
Skill Proficiency	Test
Skill	<ul style="list-style-type: none"> •Develop and implement testing plans •Work across the Service Delivery Lifecycle on engineering solutions for new system roll-outs, major/minor enhancements, and/or ongoing maintenance of existing applications •Analyze, design, build, and/or test new components or enhancements to existing modules
Skill Proficiency	Work across the Service Delivery Lifecycle
Skill	Application Design
Skill Proficiency	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Beginner
Skill	Application Lifecycle Management (ALM)
Skill Proficiency	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Beginner
Skill	Release Management
Skill Proficiency	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Beginner
Skill	Software Quality Assurance (SQA)



Skill Proficiency	□□□□	Beginner
Skill	System Defect Management	
Skill Proficiency	□□□□	Beginner

My Project and Team

Date As Of	
Supervisory Organization	TRG01
Job Profile	Application Development Associate
First Available Date	

More About Me

General Information	
Service/Group Level 1	
City	Hyderabad
Supervisory Organization	
Org Level 1	Global Technology (Paul R. Daugherty)
Org Level 2	ATC - India (Mahesh V. Zurale)
Org Level 3	ATCI-Central (Mahesh V. Zurale)
Org Level 4	Training (Sushant Bhat)
Org Level 5	Training (Sushant Bhat (Inherited))
Org Unit	TRG01 (Srinivas Nanjappa)
Org ID	58179223
Other Organizations	
Company	8115 ASOL - Hyderabad 2 SEZ Company
Company Hierarchy	Accenture India Company
Market Location	Growth Markets
Market Unit Location	India
Country/Territory	India

Employment Data

Employment Details		
Employee ID	13377980	
Employee Type	Regular	
Time Type	Full time	
Default Weekly Hours		45.00
Scheduled Weekly Hours		45.00
FTE		100%
Employment Date		
Original Hire Date	24/12/2021	
Hire Date	24/12/2021	



Length of Service	0 year(s), 0 month(s), 1 day(s)
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Personal

Names

Legal Name

Name
Navyasri Pandiripalli

Preferred Name

Name
Navyasri Pandiripalli

Personal Information

Personal

Legal Gender Female
Date of Birth 12/04/2001
Age 20 years, 8 months, 13 days
Country/Territory of Birth
City of Birth
Marital Status
Citizenship Status
Primary Nationality India
Additional Nationalities

IDs

National IDs

	Country/Territory	National ID Type	Identification #	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
	India	Permanent Account Number (PAN)	XXXXXXXXXX						

Documents

none entered

Contact



Contact

Home Contact Information

Addresses

Address	Usage	Visibility	Shared With	Effective Date
Waverock Bldg, APIIC IT/ITES SEZ, Nanankramguda, Hyderabad- 500081 Telangana India	Home (Primary)	Private		24/12/2021

Email Addresses

Email Address	Usage	Visibility
navyasri1204@gmail.com	Home (Primary)	Private

Work Contact Information

Addresses

Address	Usage	Visibility	Effective Date
Waverock Bldg, APIIC IT/ITES SEZ, Nanankramguda, Hyderabad- 500081 Telangana India	Business (Primary)	Public	24/12/2021

Phones

Phone Number	Device	Usage	Visibility
+91 82977 27554	Mobile	Work (Primary)	Public

Email Addresses

Email Address	Usage	Visibility
n.pandiripalli@accenture.com	Work (Primary)	Public

Emergency Contacts

Emergency Contacts



Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information
1	Durga Pandiripalli	Mother	Telugu	+91 99899 08551 anuradha93686@gmail.com	+91 82977 27554

Management Chain

Supervisory Management Chain

Organization	Manager	Phone Number
Accenture (Julie Sweet)	Julie Sweet	+1 703-947-5400 (Landline)
Global Technology (Paul R. Daugherty)	Paul R. Daugherty	+1 917-452-8279 (Landline) +1 973-868-8885 (Mobile)
ATC - India (Mahesh V. Zurale)	Mahesh V. Zurale	+91 20 3043 3047 (Landline) +91 98233 09470 (Mobile)
ATCI-Central (Mahesh V. Zurale)	Mahesh V. Zurale	+91 20 3043 3047 (Landline) +91 98233 09470 (Mobile)
Training (Sushant Bhat)	Sushant Bhat	+91 99720 99047 (Mobile)
Training (Sushant Bhat (Inherited))	Sushant Bhat	+91 99720 99047 (Mobile)
TRG01 (Srinivas Nanjappa)	Srinivas Nanjappa	+91 80 4077 5741 (Landline) +91 94480 64171 (Mobile)

Support Roles

Support Roles	
Manager	Srinivas Nanjappa
HR Partner	Dharmendra B. Singh
HR Partner - Lead	Sindhu Krishnappa
HR Scheduler	Satabdi Mazumder
People Lead Enabler	Kathirkesavan Varatharajan

Career

Interests

Career

none entered

Travel

none entered

Relocation

none entered



Education

Education

School	Degree	Field of Study	Last Year Attended		
SRR & CVR Govt. Degree College - Vijayawada	Other		2021		

Specializations

Specializations	
Specialization	Specialization Level

Training

none entered

Skills

Skills	
Skill	Skill Proficiency

Languages

none entered

My Learning Key Information

Outstanding Required Ethics & Compliance Training	0	Worker
Overdue Required Ethics & Compliance Training	0	Training & EnC
Learning Courses Completed in Last 12 Months (Refreshed Monthly)	0	Worker
Learning Hours Completed in Last 12 Months (Refreshed Monthly)	0	Training & EnC
		Worker



Training & EnC

0

Certifications

none entered

Achievements

none entered

Experience

Experience					
Work Experience ID	Client / Company	Project Name	Project Start	Project End	Project Role

Professional Affiliations

none entered

TQ

Worker	Total	
	TQ score	TQ quarterly goal
Total	0	0

Additional Data

View As Of 25/12/2021

MAL TAL Value

TAL Value 0

MAL Value 0

People Lead

People Lead

Progression Point

India Sublevel 01

Performance

Individual Priorities



Priority Section Group	Priority	Description	Supports	Category	Status	Due Date	Completed On
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Archived Priorities

Archived Priorities

Priority	Priority Category	Status
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Feedback Received

Feedback Received

Date	From	Feedback
------	------	----------

Feedback Given

Date	About	Feedback Given	Type	Show Feedback Provider's Name?
		Feedback		

Feedback Requested

Feedback Requested

Question	Type	Status	Request Date	From	Feedback	Relates To
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View Productivity

Metric	Period-To-Date Hours	Period-To-Date %	Month-To-Date Hours	Month-To-Date %	Quarter-To-Date Hours	Quarter-To-Date %	Year-To-Date Hours	Year-To-Date %
Chargeable (CHG)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Business Development (BD)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Client Facing (CF) CHG + BD	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Market Development & Offering Development (MD & OD)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Market facing (MF) CF + MD&OD	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Capability & Infrastructure Development (C&ID)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Market Development & Initiatives (MD&I) MD&OD + C&ID	0	0.0%	0	0.0%	0	0.0%	0	0.0%



Metric	Period-To-Date Hours	Period-To-Date %	Month-To-Date Hours	Month-To-Date %	Quarter-To-Date Hours	Quarter-To-Date %	Year-To-Date Hours	Year-To-Date %
Recovery MF + C&ID	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Management & Ops (M&O)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Professional Development & Recruiting (PD&R)	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Suspense & Unassigned	0	0.0%	0	0.0%	0	0.0%	0	0.0%

View Feedback - PA Tool

Feedback Created by	Feedback Type	How Am I Doing?/How Did I Do?	What Impact Did I Make?	How Did I Make Use Of My Skills And Strengths?	What Can I Do To Continue To Grow?	Feedback Created Date	Feedback Updated Date
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View Talent Actions

Action Title	Action Description	Action Last Updated Date	Action Updated By
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Professional Profile

Job Details

Job Details

Supervisory Organization	Accenture (Julie Sweet) >> TRG01 (Srinivas Nanjappa)
Job	Application Development Associate
Business Title	Application Development Associate
Job Profile	Application Development Associate
Job Family	Software Engineering > Application Development
Management Level	12-Associate
Time Type	Full time
Location	Hyderabad - HDC2A

Contact Information - Public

Phone	+91 82977 27554 (Mobile)
Email	n.pandiripalli@accenture.com

Work Address

Waverock Bldg, APIIC IT/ITES SEZ,
Nanankramguda,
Hyderabad- 500081
Telangana
India



Talent Statements

Statements

DATA INPUT SHEET FOR EMPLOYEE PAYMENTS
Employee-ID NO.0684034

1. Department : Commercial Taxes Department
2. D.D.O Name : Dy.Asst. Commissioner (ST),
O/o. Asst. Commissioner (ST), Kothapet Circle,
Guntur
3. D.D.O Code : 06012303003
4. Head of Account : 2040 – Sales Tax
5. Employees Name : Sri P.Shamer Naik
6. Employees Designation : Junior Assistant
7. Non-Plan/Plan : Non-Plan
8. Permanent / Temporary : Permanent
9. Gazetted /Non –Gazetted : Non-Gazetted
10. For permanent, G.O.No. : Date:
11. For Temporary G.O.No. : Date:
Continued upto
12. Pay Scale applicable : Revised pay scale 2015
13. Scale of Pay : Rs. 16400-49870
14. Date of Last Increment : NIL
15. **EARNING PARTICULARS:-**

16. **LOANS AND ADVNCES DRAWN** :- **NIL**

SI.No	PARTICULARS	AMOUNT
1	Basic Pay	Rs.16,400/-
2	D.A. (33.536%)	RS.5,500 /-
3	HRA (20%)	Rs.3,280/-
4	CCA	RS.200/-
5	IR (27%)	Rs.4,428/-
	TOTAL	Rs.29,808/-

17. Bank Account Details : **A/c.No.40456146181**
IFSC Code.SBIN0021998

**GOVERNMENT OF ANDHRA PRADESH
COMMERCIAL TAXES DEPARTMENT**

**Office of the
Asst. Commissioner (ST),
Kothapet Circle, Guntur.
Date: 04-10-2021.**

CERTIFICATE

This is certify that Sri P.Shamer Naik, S/o. Saidulu Naik, M.P.H.E.O Expired while in Govt. Service was appointed as Junior Assistant in the office of the Asst. Commissioner (ST), Kothapet Circle, Guntur as per the proceedings of the Joint Commissioner (ST), Guntur Division , Guntur in Rc.No.18/2021/A3, Dt.15-09-2021 as per the provisions Of ACT-II of 1993.

**ASSISTANT COMMISSIONER (ST),
KOTHAPET CIRCLE, GUNTUR.**



EMPLOYMENT AGREEMENT

This Employment Agreement ("Agreement") is made on 16 Sep 2021, by and between:

Forcepoint Software Consulting India Private Limited, a company incorporated under the Companies Act, 1956 and having its registered office at:

Unit 15, Level 7, The Capital Plot C- 70, Bandra Kurla Complex, Opposite ICICI Bank, Bandra(E) Mumbai 400051.

hereinafter referred to as the "Company"; and

Mohammed Jafar Yasdhani, presently residing at 5-29-12/7, MontFort School road, 25th Ward, Repalle, Guntur, Andra Pradesh , 522265, India and having Permanent Account number (), hereinafter referred to as the "**Employee**".

The Company and the Employee shall hereinafter jointly be referred to as the "Parties" and severally as the "Party".

IT IS HEREBY AGREED AS FOLLOWS:

1. COMMENCEMENT OF EMPLOYMENT

1.1 The Employee is employed by the Company in the function of **Configuration Engineer**, with effect from **27 Sep 2021**, on the terms and subject to the conditions hereinafter set forth, for an indefinite term and continuing until termination in accordance with the terms of this Agreement (the "**Employment Period**").

1.2 The Employee's job description and general responsibilities are described in **Annexure A** and include such further duties and responsibilities as the Company may delegate to the Employee from time to time.

1.3 The Employee will be initially placed at **India - Bangalore** and reports to the Manager, Digital Infrastructure of the Company, currently Sohail Ahmed.

1.4 Your position has been designated as Flex and requires that you reside within a commutable distance of the Forcepoint office located in **India - Bangalore**. You will have the flexibility to work from your home office per the "myFP Workplace Policy" however onsite attendance will be required. Please refer to the current policy document for additional information. The Company reserves the right to require you, and you agree, to carry out your work, either on a temporary or permanent basis, at such location as the Company may reasonably require, from time to time. Except at the discretion of the Company you will not be compensated or reimbursed for the costs involved in such re-location.

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2. SALARY

2.1 The Employee shall receive a gross base salary of **INR 1,180,000.00** per year, taxable and nontaxable allowances, benefits, perquisites, reimbursements and other statutory payments, as set out in **Annexure B** to this Agreement (“compensation package”).

2.2 The Compensation Package will be subject to the usual deductions for tax and social security contribution normally to be withheld by an employer in India.

2.3 All business expenses incurred by the Employee in carrying out the Employee's duties shall be paid or reimbursed by the Company to the Employee on a monthly basis upon submission to the Company of written evidence of such expenses to the reasonable satisfaction of the Company.

2.4 As a Forcepoint employee, you will participate in our annual corporate bonus program. The bonus will be equal to 10.0% of your annual base earnings. Payouts under the Plan are variable and subject to the performance of both annual corporate financial and individual objectives. Bonus payout will be pro-rated based on your hire date and in the event of subsequent compensation changes and is also subject to employment prior to or on September 30th of the plan year. The Plan may be altered or changed at any time by Forcepoint management to reflect changes in business objectives or other changing business conditions. You must be actively employed on the payout date in order to be eligible for payment.

3. HOURS OF WORK

3.1 The Employee will be required to work for such hours as are necessary to suit the Company's clients' requirements and for proper discharge of the Employee's duties.

3.2 The Company does not maintain set daily hours of work, but the Employee is expected to work not less than forty-eight (48) hours each week, and if necessary, additional hours as might be required for performing the Employee's duties competently and for meeting the Company's requirements.

3.3 The Employee may also be required to attend duties on public holidays/weekly days/shifts/hours/weekends off as per the exigencies of work.

4. HOLIDAYS

4.1 The Employee is entitled to 21 days annual leave per year. Annual Leave accrues pro rata at a rate of 1.75 days per month.

4.2 The Employee will be eligible for public holidays, which will be decided by the Company.

5. ILLNESS

5.1 In the event that the Employee is prevented from performing his/her duties under this Agreement as a result of illness, injury or other incapacity, he/she shall be required to give notice thereof to the Company at the earliest possible opportunity.

5.2 During a period of illness or incapacity, the Employee shall (i) comply with all provisions of Indian law regarding illness or disability, (ii) follow all instructions or directions of the Company and/or other authority so designated by the Company, if any, and (iii) co-operate with a medical examination by a physician to be appointed by the Company, if such examination is required by the Company in addition to (i) and (ii) hereof.

5.3 In the event of the Employee is prevented from performing his/her duties under this Agreement as a result of illness, injury or any other incapacity, the Company shall pay the Employee sick and casual leave as required by applicable law.

5.4 The payments as referred to in paragraph 5.3 will be made less any amounts paid directly to the Employee under any insurance taken out by the Employee or the Company in this respect and/or benefits of and/or claims in respect of loss of income vis-a-vis third parties in connection with said illness or disability.

5.5 After the expiry of the required sick/casual leave, and in the event that a third party may be liable for the incapacity of the Employee, the Company shall only make payments where there is no recourse of the Employee against such third party. The Company may, however, advance to the Employee during such period sums not yet recovered by the Employee from such third party, against such security as may be required by the Company.

6. DUTIES AND OTHER ACTIVITIES

6.1 The Employee shall in all respects carry out and use his/her best endeavors in carrying out the objectives of the Company and protect its interest in all things to the best of his/her ability and judgment and devote the whole of Employee's time and attention to the business of the Company.

6.2 The Employee is not allowed to undertake other work or business related activities, except with the prior written consent of the Company, and whether or not the Employee receives financial compensation for these activities.

7. PLACE OF WORK

7.1 The Company will require the Employee to render services from the Employer's place of business. The Company may, after giving the Employee reasonable notice, transfer or assign the Employee's services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad.

7.2 The Company may also depute the Employee to any work or assign the Employee's services to any associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. The Employee may also be required on a temporary basis to work at any client premises based in India or overseas.

8. RULES AND REGULATIONS

8.1 The Employee shall, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.

8.2 The Employee shall also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable from time to time.



9. CONFIDENTIALITY AND INVENTIONS

The Employee shall simultaneous with the execution of this Agreement, sign a Proprietary Information and Invention Agreement with the Company. In case of any breach or default by the Employee under the Proprietary Information and Invention Agreement, this Agreement may be terminated by the Company with immediate effect.

10. COMPLIANCE WITH APPLICABLE LAWS

10.1 The Employee agrees to comply with all applicable laws, regulations, and governmental orders of India and the United States, now or hereafter in effect, relating to his/her employment by the Company.

10.2 The Employee confirms to have read and understood the provisions of the Company Code of Business Conduct prohibiting foreign bribery and improper payments and requiring strict compliance with the United States Foreign Corrupt Practices Act ("FCPA") and agrees to fully comply with those provisions and the FCPA.

10.3 Without limiting the generality of the foregoing, the Employee represents and warrants that he/she has not, and shall not at any time during his/her employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain another unfair advantage, in connection with the Company's business.

10.4 The Employee acknowledges that the Company's products, and all technical data pertaining to those products, are subject to export controls under the laws and regulations of India, and the United States, including the Export Administration Regulations, 15 C.F.R. Parts 730-774. During employment with the Company, the Employee shall comply strictly with all such export controls, and, without limiting the generality of this Clause, shall not export, re-export, transfer or divert any of the Company products, and technical data pertaining to such Company products, or any direct product thereof to any destination, end-use or end-user that is prohibited or restricted under United States export control laws and regulations, except as specifically authorized by the United States Department of Commerce. The Employee's obligations under this Clause shall survive the expiration or termination of this Agreement.

11. PROBATION

The employee will initially be on probation for a period of up to **six months** from the actual date of joining and will continue to be so unless and until the employee is expressly confirmed in the regular service of the Company. The probation period may be curtailed or extended by the Company at its sole discretion without assigning any reasons.

During the probationary period the employee's services are liable to be dispensed with at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company. Employee resigning within the probationary period must provide a one-month prior notice to the Company.

12. TERMINATION OF EMPLOYMENT

12.1 Following the expiry of the probation period, this agreement may be terminated by either party by providing two (2) months' prior written notice to the other party or, in case of termination by the company, payment of two (2) month's salary in lieu of notice.

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12.2 Following the expiry of the probationary period, this agreement may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that the Employee is guilty of misconduct or Employee has committed any breach of this agreement. Termination of the agreement under this sub-paragraph would be without prejudice to:

12.2.1 The Company's right to claim the actual damages it has suffered through this breach; and

12.2.2 Any other relief to which the Company may be entitled under contract, law or equity.

12.2.3 Misconduct will include without limitation:

12.2.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

12.2.3.2 Going on or abetting a strike in contravention of any law;

12.2.3.3 Causing damage to the reputation or property of the Company.

12.2.3.4 Any other act that may be considered misconduct under applicable law.

12.2.4 In the event of termination of this agreement, the employment of the Employee with the Company will cease and the provisions of this agreement (other than the provisions of paragraphs 9 and 10 hereof) shall not have any further effect. On termination, the Company shall not have any further liability to the Employee other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.

12.2.5 Immediately upon any termination of Employees employment, Employee shall return to the Company all property of the Company heretofore provided to Employee by the Company, or otherwise in the custody, possession or control of Employee.

12.2.6 Notwithstanding any provision of this Agreement to the contrary, no termination of this Agreement or of Employee's employment for any reason whatsoever shall in any manner operate to terminate, limit or otherwise affect the Company's ownership of any of the rights, properties, privileges granted to the Company hereunder.

12.2.7 On termination of this Agreement for any reason whatsoever, the Employee shall fully co-operate and provide all assistance as may be necessary or reasonably required by the Company, for handing over to his/her successor his/her job responsibilities and functions, in a manner that would ensure continuity in the administration of the Company's affairs.

12.2.8 In the event of termination of employment by the Company under this clause 12 or in case of resignation by the Employee, the Company may require the Employee to be on garden leave during the unexpired portion of the notice period, i.e., absent himself from the Company premises and not participate in the working of the Company. The Company reserves the right, during the garden leave, to:



12.2.8.1 cease to vest in or assign to the Employee any powers or duties or to provide any work to the Employee;

12.2.8.2 change the Employee's designation or duties as the Company decides appropriate;

12.2.8.3 prevent the Employee from contacting or communicating with any current, former or proposed clients, customers, employees, or vendors of the Company;

12.2.8.4 exclude the Employee from the premises of the Company require the Employee to resign from and/or vacate any office of directorship or any other statutory office that the Employee may hold and the Employee shall be obligated to resign from and/or vacate such office forthwith; and

12.2.8.5 announce to its employees, clients, customers, vendors and other relevant persons of the Company that the Employee has been given notice of termination or that he has resigned.

13. GOVERNING LAW

This agreement is governed by and construed in accordance with the laws of India.

14. AMENDMENTS

This Agreement cannot be amended or varied except in writing signed by both the parties.

IN WITNESS WHEREOF the parties hereto executed two copies of this employment agreement on the dates set out below. This agreement, if not accepted will expire in 2 business days from the date of issuance unless notified otherwise.

By: Sohail Ahmed

Title: Manager, Digital Infrastructure

Company: Forcepoint Software Consulting India Private Ltd.

16 Sep, 2021

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By: Mohammed Jafar Yasdhani

Title: Configuration Engineer

16 Sep, 2021



ANNEXURE A

Job Title: Configuration Engineer

Department: Finance-Global Information Technology-United Kingdom (Sohail Ahmed) Forcepoint Software Consulting India Private Ltd.

Job Description / General Responsibilities:

- Configuring, managing, and enhancing Jira and Confluence tools, including native functionality as well as researching, testing, and implementing plugins and other integrations.
- Understanding the current Atlassian tool process, gathering requirements, investigating potential solutions, analyzing impact, communicating with stakeholders, and implementing solutions
- Developing interfaces between external tooling and Jira/Confluence infrastructure.
- Managing complex Jira workflows, screen schemes, permission schemes, and notification schemes.
- Configuring and enhancing Jira Service Desks.
- Provisioning, maintaining and improving our existing cloud infrastructure.
- Work closely with the IT team on projects such as major upgrades, data migrations, automations, plugin selection, and integration with other system
- Work with other developers and operations to perform DevOps processes.
- Writing and updating technical documentation such as user manuals, system documentation, and training materials.
- Using tools such as Jenkins, Ansible and Git will be added advantage.

ANNEXURE B

Compensation Package

Mohammed Jafar Yasdhani

Compensation Elements and Details:

Gross Base Salary: INR 1,180,000.00

Provident Fund: Contributions for PF as per statutory requirements

Corporate Bonus: 10.0%

The items noted in this Annexure are all subject to the details and discussion set forth in this Agreement except where noted.

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HRD/3T/21-22/1003478098

Mr. Oleti Wycliffe
Candidate ID: 1003478098
3-107
Isalmpeta Gosala Penamaluru Krishna District Andhra Pradesh
Vijayawada - 521151
Andhra Pradesh
India
Ph: (91) 91105 01247

March 8, 2022

Dear Oleti,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/3T/21-22/1003478098

March 8, 2022

Mr. Oleti Wycliffe
Candidate ID: 1003478098
3-107
Isalmpeta Gosala Penamaluru Krishna District Andhra Pradesh
Vijayawada - 521151
Andhra Pradesh
India
Ph: (91) 91105 01247

Dear Oleti,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

1. Definitions

The following terms shall have the following meanings for the purpose of this Offer of Employment ('Offer Letter' hereinafter).

- 1.1 'Affiliates' means any entity that controls, is controlled by, or is under common control with the Company.
- 1.2 'Company' refers to Infosys Limited.
- 1.3 'Control' means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.
- 1.4 'Training' shall mean and include all the training that shall be imparted to you on joining the Company.

2. Joining

Your scheduled date of joining the employment of the Company will be **March 14, 2022**.

3. Location

Your location for employment is **Mysore, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

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

4. Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

5. Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh)

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period

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

6. Probation and confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – IV.

7. Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

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

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

8. Increments and Promotions

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

9. Transfer

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

10. Compensation and Benefits

10.1 Salary

Your Total Gross Salary during the first six months from the Date of Joining will be **INR 25,000 per month** and Total Gross Salary post successful completion of six months will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

10.2 Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details

10.3 Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year **2021 - 22** will be as follows:

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

10.4 Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

10.5 National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details

10.6 Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 5,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

11. Passport and Driving License

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

12. Notice period

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

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

13. Background checks

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

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

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

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

14. Other terms and conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

Print your name Location

ANNEXURE – I

(Compensation during the first six months from the Date of Joining)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Oleti Wycliffe
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

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

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

ANNEXURE- II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Oleti Wycliffe
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

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

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



**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date:15-Mar-2022

**Meenakshi Potnuru
C10908608**

**D.No.20A-6-65, Dasari Yerraiah Street, Kothapeta, Powerpet station road, Eluru, West godavari District,
Andhrapradesh**

9398492829

Dear **Meenakshi Potnuru,**

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Center, India as per the below terms and conditions:

Job Profile - Application Development Associate

Management Level - 12

Job Family Group- Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details
- Annexure II for the documentation to be submitted by you
- Terms of Employment

Your employment with Accenture will be governed by the clauses mentioned in the attached "Terms of Employment" effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note, that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment. By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing particular tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven days) from the date of this letter post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure (II) along with the signed copy of this offer letter and Terms of Employment.

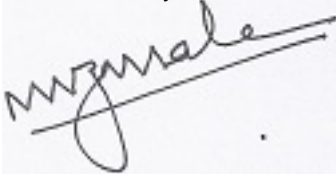
After accepting this offer, we encourage you visit Countdown to the Company

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This on-line, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history - as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>.

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale

Senior Managing Director

Lead, Advanced Technology Center, India

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

ANNEXURE 1

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	383000
(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)	32500
Maximum Annual Total earning potential (A+B)	415500
Joining Bonus (Refer to the Section C)	25,000
(D) Additional Notional Benefits	
#(D) Gratuity as per law + Benefits	9,500
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	477300

(A) Annual Fixed Compensation

• Your annual fixed compensation is INR 383000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your income.

(B) Local Variable Bonus (LVB)

•As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus programme (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB programme guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C) Joining Bonus

You are also eligible for a joining Bonus of INR 25,000 payable upon joining the organization and will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

Note: For International Worker Only*

- As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

* As defined by applicable law from time to time.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to INR 300000/- per annum.
 - a. You have the option of availing Accenture negotiated rates to cover your parents, parent in-law and siblings up to INR 1000000/- & any additional child up to INR 500000/- under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 1000000/-. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments.
 - b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
 - 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parent in-law, siblings and additional children under the separate Insurance plan.
2. Personal Accident coverage for self, up to three times your annual fixed compensation.
 - a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.
3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 500000/-.

You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. Gratuity as per The Payment of Gratuity Act, 1972.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

In addition to the above, you will also be eligible for the following benefits:

1. #(D) Gratuity amount shown above is an approximation of your eligibility and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company policy.
2. One time relocation allowance subject to a maximum of INR 2,500 on submission of actual supporting as per policy.
3. Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Life Insurance and Relocation Assistance program guidelines.

From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



Offer: Computer Consultancy
Ref: TCSL/DT20219032696/Lucknow
Date: 16/12/2021

Mr. Mohan Adapaka
52-1/17-5, Ntr Colony Road No 2a,
St. Johns High School Beside Road,
Vijayawada-520008,
Andhrapradesh.
Tel# 91-8187849453

Dear Mohan Adapaka,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCS). 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 TCSL.

Your gross salary including all benefits will be ₹3,53,578/- per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20219032696

1



GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION DEPARTMENT



WARD VOLUNTEER - IDENTITY CARD

ID. No :

Name

: Palukuri. Nagamoni



Ward No.

: 04

Secretariat No:

Cluster No:

24/2

Employee Signature

Commissioner Signature

VIJAYAWADA MUNICIPAL CORPORATION

Contract Labour (Regulation & Abolition) Central Rules**SINGU SOLUTIONS**

Payslip for the month of Nov'21

EMP CODE :	SS/TRANSCO_279	NAME :	PERAPU VARA LAKSHMI/U Vara Lakshmi
DESIGNATION:	UN-SKILLED	DEPARTMENT :	GM/APPCC
PF ACCOUNT NO:	GRGNT14709700000011030	CLIENT NAME :	APTRANSCO
UAN NO:	101226126043	ESI NO :	6208277836
PAID DAYS :	30	DATE OF JOIN :	01.09.2021
FIXED SALARY:	16473	LOP :	0

EARNING	AMOUNT	DEDUCTIONS	AMOUNT
EARNED BASIC	8284	ESI	124
OTHER ALLOWANCE	8189	PF AMOUNT	994
SERVICE INCENTIVES	0	PT	150

GROSS TOTAL	16473	1268
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NET PAY :	15205 Fifteen Thousand Two Hundred Five Only
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Computer generated doc. Hence sign is not required

K L COMPUTERS PRINTERS AND SUPPLIES
H No.40-17-192/2PITCHAIAH STREET, LABBIPET
VIJAYAWADA – 520 010
Email : klcps2@gmail.com



Name : M Satya Vani

Phone : 6309671882

Job role : Telecaller



MUTHOOT FINCORP



Mounika Velivela

Employee ID : MP-10095654



Kamini Mendonça
Issuing Authority



**Strategic Outsourcing Services Pvt Ltd
 70/25 80 ft Circular Ring Road 4th Block Koramangala Banglaore 560034**

EmpID	Tranco_300	Employee Name:	BELLALA VENKATA SAI RAM
NOD	30	Designation	DEO
Department	DYCCA	A/c No	37342333051
Mode of Pay	Bank Advise	LOP Days	0

Earnings	Amount	Deductions	Amount
BASIC	12,003.00	PF	1,440.00
DA	8,595.00	ESI	361.00
		PT	200.00
Total	20,598.00	Total	2,001.00
Net Pay	18,597.00		
In Words Rupees Eighteen Thousand Five Hundred Ninety Seven Only			
		Signature	



GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION DEPARTMENT

**WARD VOLUNTEER
IDENTITY CARD**



ID : 06107300001708

Name : Gudivada Gopi

Ward Secretariat : 17

Corporation : Vijayawada Municipal Corporation

Gr. Gopi

Volunteer Signature

MP

Municipal Commissioner

PROCEEDINGS OF THE COLLECTOR & DISTRICT MAGISTRATE, KRISHNA,
MACHILIPATNAM.

Present: Sri A.MD.IMTIAZ, I.A.S..

File No:REV-ASECORP(CA)/5/2019-SA-(A7)-KCO

Date:02.11.2020.

Sub:- Compassionate Appointments – Krishna District – Government Employees – Expired while on service – Compassionate Appointment to the dependents of the deceased employees – Appointed as Junior Assistant in Revenue Department – Appointment Orders – Issued.

Read:- 1.G.O.Ms.No.427, General Administration (Ser.A) Dept. dt:01.07.1991.
2.G.O.Ms.No.612, General Administration (Ser.A) Dept. dt:30.10.1991.
3.Govt., Circular Memo No.60681/Ser.A/2003-1, dt:12.08.2003.
4.G.O.Ms.No.99, Revenue (Ser-III) Dept., dt:20.02.2014.
5.G.O.Ms.No.133, G.A (Ser.B) Dept., dt:12.05.2014.
6.G.O.Ms.No.135, G.A (Ser.B) Dept., dt:12.05.2014.
7.G.O.Ms.No.25, G.A (Ser.A) Dept., dt:12.03.2015.
8.G.O.Ms.No.112, G.A (Ser.A) Dept., dt:18.08.2017.
9.Proposal received from the District Cooperative Officer, Krishna, Machilipatnam.
10.This office proceedings REV-ASECORP(CA)/5/2019-SA-(A7)-KCO, dt:28.10.2020.

ORDER:

In the reference 9th read above, Compassionate Appointment proposal have been received from the District Cooperative Officer, Krishna, Machilipatnam. The proposal is in full shape and dependents of the deceased employee is eligible for providing appointment on Compassionate Grounds and the individual shown in the below table are allotted to the Revenue Department through the reference 10th read above.

In pursuance of the orders issued by the Government in the reference 1st to 8th read above, the following individual are hereby appointed as Junior Assistant under Rule 10 (a) of A.P. State & Subordinate Service Rules 1996, in the time scale of Rs.16,400 – 49,870/- in the revised pay scales 2015. The individual shown in the below table are posted as Junior Assistant mentioned in Column No.7 in Revenue Department on Compassionate Grounds.

The individual is appointed as Junior Assistant on conditional basis with a condition to acquire "Graduation Qualification within five (5) years from the date of joining into service and also acquire Proficiency of Office Automation in the usage of Computer and Associated Software test within two (2) years from the date of joining into service".

Sl. No.	Name of the Individual Sarvasri	Date of Birth	Educational Qualification	Caste	Roster Allotted	Place of posting as Junior Assistant in O/o
1	2	3	4	5	6	7
1	Boppuri John Victor	30-10-2000	Intermediate	BC-C	OC	O/o Tahsildar, Thotlavalluru.

Reliance SMSL Limited

Ref No. HR/JUL/22/K2/60179050/1001259516

Date: 04.07.2022

ARNIPALLI GANESH
3-138,KOTHA VEEDHI,BANDALUPPI VILLAGE,PARVATHIPURAM MANDALAM
Andhra Pradesh,India
535527

Offer-cum-Appointment Letter

Dear **ARNIPALLI**,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Women** in the employment of the company subject to your joining on or before **07.07.2022**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Women** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 140000/- per annum** as below:

	Rs. per month
Basic	6500
HRA	5167
Conveyance Allowance	
Monthly Gross	11667
Annual Gross	140000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**



Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**

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Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - a. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - b. Copies of your passport photographs with grey background;
 - c. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity.
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.

Reliance SMSL Limited

12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.
13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - a. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - b. Return to work within 8 days from the commencement of such absence and
 - c. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month in writing by either side or payment of one month's Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, your services are liable to be terminated at any time without assigning any reason as per the provisions of statute governing your appointment. In case you wish to resign you will give us the notice as per the provisions of the statute governing your appointment. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.

Reliance SMSL Limited

24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

Reliance SMSL Limited

36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

Reliance SMSL Limited

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____

DECATHLON

SPORT FOR ALL - ALL FOR SPORT

Employment Contract**Emp ID: DP8996**

To,

Date: 18-07-2022

YADLA SRINADH,
46-5-44-BH Nagar ,Gunadala,
Vijayawada
Andhra Pradesh
India.

Dear **YADLA SRINADH,**

Thank for your interest in choosing Decathlon Sports India Pvt Ltd (DSIPL). As we believe your passion for sport and your values match those of our Company, we, at DSIPL, are pleased to appoint you as a **Decathlon Permanent Employee** on a **part time** basis, and your responsibilities would be those of a **Sport Player** at our **Vijayawada** location effective **12-07-2022**.

Your gross fixed compensation would be INR. **90.00** per **hour**. You are entitled to all the social security benefits like PF, ESIC (as per applicability), & bonus as specified in the respective statutory acts.

You would be entitled to non-statutory benefits such as Health & Social Security Insurance. Further you would be eligible to earn monthly performance bonus to a maximum of **0.0%** . Monthly performance bonus is payable subject to the successful achievement of individual and Company goals as specified by your manager from time to time.

Nithin Mathew will be responsible to mentor and guide you in this phase of your professional journey or any such manager assigned by the later.

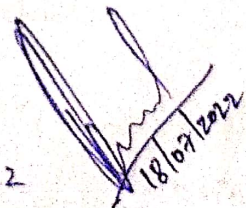
We at DSIPL strongly believe in your ability to manage yourself in the best interest of the Company. Fewer the rules better the productivity as far as we are concerned.

We trust you will enjoy working with DSIPL and take the utmost autonomy to complete your responsibilities-

DECATHLON SPORTS INDIA PVT. LTD.

Survey No. 78/10, A2 0-Chikkajala Village, Bellary Road, Bangalore - 562157
Mobile: +91 - 7676798989, www.decathlon.in
CIN: U72200KA2004FTC033858

Y. Srinadh
18/07/22


18/07/2022



- habitual late attendance,
- habitual breach of any law applicable to the establishment,
- riotous or disorderly behaviours during working hours at the establishment or any act subversive of discipline,
- habitual negligence or neglect of work,
- unauthorised strike of work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law.

11. Any image taken of you during a Decathlon event or during a photo-shoot shall be the property of Decathlon and you consent to Decathlon's use of the such image in communication.

12. Apart from the above mentioned rules all rules specified under the certified standing orders of Decathlon will be applicable to you from the date of your joining Decathlon

13. Clause 4 of this employment contract shall continue to survive even after any form of termination of this employment contract.

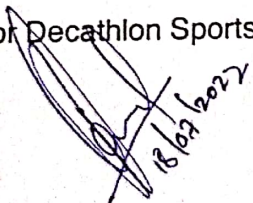
***. Notwithstanding anything mentioned above, please note that the regulations would be explained to you by your respective manager during your induction program**

Should you accept the above information, then kindly sign the duplicate copy of this appointment letter.

We welcome you to the Decathlon Family!

For Decathlon Sports India Pvt Ltd

Authorised Signatory




Accepted By Me

Y. Srinadh
Employee Signature
18/07/22

1. We believe you will treat your team mates and customers with utmost respect
2. We are bound by certain regulations by the Government of India and our Group norms. You will be required to abide by all these regulations* currently existing or any such rules that might be incorporated from time to time
3. When you are happy being a part of the DSIPL family, we expect you will be open to relocate to any location where the Company currently has stores or may be established or any other Group companies as deemed necessary
4. Your salary and its components are strictly confidential and we prefer you not share it with other team members
5. We hold transparency in high regard. You cannot involve yourself in taking or giving bribe, gambling, theft, fraudulent practices or any such act that might affect DSIPLs reputation or damage to property
6. We at DSIPL, have a strict policy against sexual harassment. We believe that you will not engage in any form of sexual harassment towards any of the Company employees and the Company's customers. DSIPL also ensures a safe environment to all its employees and customers and strict action will be taken against any offender, be it employee or customer
7. All documents submitted by you to the Company shall be subjected to scrutiny by the appropriate authorities
8. In the event you feel you cannot be a part of our culture and environment, kindly communicate your desire to depart at least 7 days in advance
9. In the event we find you have not abided by these, and other regulations explained to you by your manager or if you do not share the values of DSIPL, we shall communicate the dis-continuance of employment with DSIPL to you at least 7 days in advance
10. However, your employment will be subjected to immediate termination on the following conditions prescribed in the Industrial Employment/Model Standing Orders Act 1946-
 - wilful in subordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior,
 - theft, fraud or dishonesty in connection with the employers business or property,
 - wilful damage to or loss of employers goods or property,
 - taking or giving bribes or any illegal gratification,
 - habitual absence without leave or absence without leave for more than 10 days,

Y. Srinadh
18/07/22


18/07/2022



HRD/2T/1001980455/21-22

October 25, 2021

Mr. Shafi Shaik
3-172
Nehru Nagar, Gosala
Vijayawada-521151
India

Ph: +91-8897609129

Dear Shafi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1001980455/21-22

October 25, 2021

Mr. Shafi Shaik
3-172
Nehru Nagar, Gosala
Vijayawada-521151
India

Ph: +91-8897609129

Dear Shafi,

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

Here are the terms and conditions of our offer:

Joining

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

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

ANNEXURE - I
(Compensation)

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

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

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

June 13, 2022

HRD/2T/1004443919/22-23

Ms. Sirisha Dakarapu
41-23/5-20,Mazeed Backside,
Krishnalanka
Vijaywada-520013
India

Ph: +91-7989315717

Dear Sirisha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
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June 13, 2022

HRD/1004443919/22-23

Ms. Sirisha Dakarapu
41-23/5-20,Mazeed Backside,
Krishnalanka
Vijaywada-520013
India

Ph: +91-7989315717

Dear Sirisha,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **07-Jul-2022**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

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

Transfer

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

Agreement

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

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

Passport and Driving License

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

Compensation and Benefits

Salary

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

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

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2022-23 will be as follows:

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 500,000** per annum.

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

Your employment will be governed by the rules, regulations and policies of the Company. As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20_____

Sign your name

_____ _____
Print your full Name Location

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
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askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation)

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

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
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TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

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

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

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