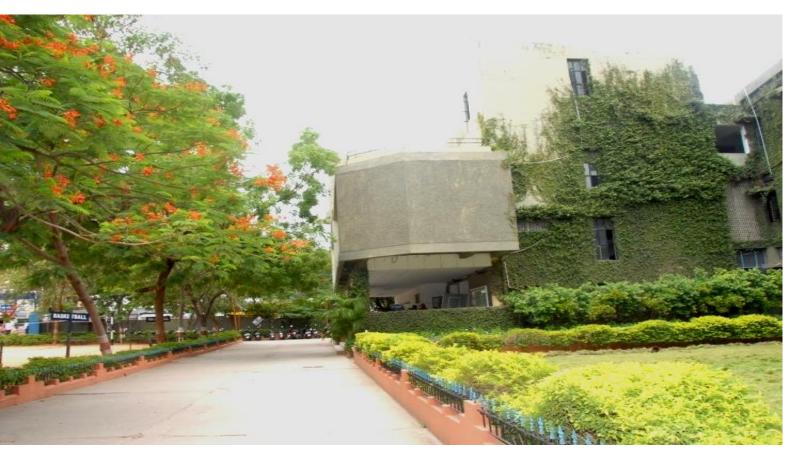
## St. Ann's College for Women (Autonomous), Affiliated to Osmania University

(Autonomous), Affiliated to Osmania University Accredited by NAAC with  $A^+$  Grade ( $3^{\rm rd}$  cycle), CPE by UGC Mehdipatnam, Hyderabad.





CRITERION V
STUDENT SUPPORT AND PROGRESSION

5.2.1 Student placements and progression Placements - 2019-2020

Number and List of students placed along with placen  Name of the Student with details	Combination	e of the company, compensation, etc and links to Placement order (the abov		ite)
Name of the Student with details	Combination	Name of the Company		1
Name of the Student with details			Compensation	Number / Link
	1	1		
		Tech Mahindra- Ms. Manisha- 888565739	1,80,000	242
K.Madhureema-9849226423	B.Sc B.Com	Tech Mahindra- Ms. Manisha- 888565739	1,80,000	2019-2020 Link
Bns Eshvitha- 9652806560	BBM	Tech Mahindra- Ms. Manisha- 888565739	1,80,000	
Syeda Farwa-8801815740		Tech Mahindra- Ms. Manisha- 888565739	1,80,000	
Syeda Rabiya Banu-7330774807	B.Sc BBM	Tech Mahindra- Ms. Manisha- 888565739	1.80.000	
Supriya-9493409342		Tech Mahindra, Mc Manisha, 888565730		
Afifa-9849241250				
D Akhila-9666041913				
Vaishnavi R -9966686811	B.Com			
M Gayathri-9948025258	B.Sc		1,80,000	
Mahitha-9885445533	B.Com	Deloitte- Ms. Rushitha- 9673470695	3,30,000	
	B.Com	Deloitte- Ms. Rushitha- 9673470695	3,30,000	
	B.Com	Deloitte- Ms. Rushitha- 9673470695	3,30,000	
	B.Com	Deloitte- Ms. Rushitha- 9673470695	3,30,000	
	B.Com	Deloitte- Ms. Rushitha- 9673470695	3,30,000	
	B.Com	Corteva- Ms. N. Kranti- 9849827065	3,50,000	
Madhureema. S-7407197100	B.Com	Corteva- Ms. N. Kranti- 9849827065	3,50,000	
Ankita Pande-9866807202	BBM	Corteva- Ms. N. Kranti- 9849827065	3,50,000	
Akhila D-9666041913	B.Com	Corteva- Ms. N. Kranti- 9849827065	3.50.000	
Syeda Zehra-8142569057				
Naga Vaishnavi9573279180				
N. Devi Aishwarya-9346216363				
K Harshitha- 9866525424	B.Com	Genpact- Mr. Muqeeth- 970320217		
L Anitha-9966685961	B.Com	Genpact- Mr. Muqeeth- 970320217	2,70,000	
Nalwade Deekshitha-9440390642	B.Com	Genpact- Mr. Muqeeth- 970320217	2,70,000	
	B.Com	Genpact- Mr. Muqeeth- 970320217	2,70,000	
	B.Com	Genpact- Mr. Muqeeth- 970320217	2,70,000	
•	B.Com	Genpact- Mr. Muqeeth- 970320217	2,70,000	
	B.Com	Genpact- Mr. Muqeeth- 970320217	2,70,000	
•	B.Com	Genpact- Mr. Muqeeth- 970320217	2,70,000	
Ankita Panda	B.Com	Genpact- Mr. Muqeeth- 970320217	2,70,000	
K Preethi-634044664658		Genpact- Mr. Mugeeth- 970320217	2,70,000	
Sangepu Manasa-9440865547				
Jagthap Priyanka-9100302382				
Purnima Hore-9440392564				
Prekshitha M-9440392564				
B Rithika-9849586298	B.Com			
	B.Sc	Genpact- Mr. Muqeeth- 970320217	2,70,000	
	BA	Genpact- Mr. Muqeeth- 970320217	2,70,000	
	BA	Genpact- Mr. Muqeeth- 970320217	2,70,000	
	n.c.	Wipro-Ms. Flory- 6364880423	2,50,000	
		Wipro-Ms. Flory- 6364880423	2,50,000	
Swathi-8096959055	B.Sc B.Com	Wipro-Ms. Flory- 6364880423	2,50,000	
Madhureema		Wipro-Ms. Flory- 6364880423	2,50,000	
Varsha Reddy-9666784165	B.Sc	Wipro-Ms. Flory- 6364880423	2,50,000	
Pavani-8464813704	B.Sc			
Priyanka-9394897030	B.Sc			
	Afrifa-9849241250  D Akhila-9666041913  /aishnavi R -9966686811  M Gayathri-9948025258  Mahitha-9885445533  Rumeesa-9000419998  /aishnavi Devi-9490319458  /aishnavi Rangamgari-9966686811  Pravallika Reddy-9396512300  Madhureema. S-7407197100  Ankita Pande-9866807202  Akhila D-9666041913  Syeda Zehra-8142569057  Alaga Vaishnavi-9573279180  A. Devi Aishwarya-9346216363  K Harshitha- 9866525424  - Anitha-9966685961  Alawade Deekshitha-9440390642  Harshitha Modi-9030078407  Shruthy-9985235917  P. Sharon Christana-9849372777  Muskan Begum-8790277504  Ankita Panda  K Preethi-634044664658  Sangepu Manasa-9440865547  Jagthap Priyanka-9100302382  Purnima Hore-9440392564  Prekshitha M-9440392564  Rithika-9849586298  Supriya G-9959425393  Anjali Upadhyay-8374123545  Syeda Faizah Hafeez-7097495797  //aishnavi-8977703969  Swathi-8096959055  Madhureema  /arsha Reddy-9666784165	Supriya-9493409342  BBC  Affa-9849241250  BBM  D Akhila-9666041913  B.Com  Alaishnavi R -996668811  Alaishnavi R-996668811  B.Com  Alaishnavi Devi-949025258  B.Com  Alaishnavi Devi-9490319458  B.Com  Alaishnavi Devi-9490319458  B.Com  Alaishnavi Rangamgari-996686811  B.Com  Ankita Pande-9866807202  BBM  Alaishnavi Alaishnavi-9866660722  BBM  Alaishnavi-9573279180  B.Com  Alaishnavi-9573279180  B.Com  Alaishnavi-9573279180  B.Com  B.Com  B.Com  B.Com  B.Com  B.Com  B.Com  B.Com  B.Com  Alaishnavi-9866525424  B.Com  B.Com	Supplyse 94894090822   SBC	Region   September   Septemb

45			Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
	Yenugu Manasa-9603872023	B.Sc		
46	Katta Pooja 9000811302	M.Sc(Maths)	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
47	Parnam Vani Sri Devi 7013110379	M.Sc(Maths)	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
48	Alina Tazeen 8374656202	M.Sc(Maths)	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
49	Vodila Mamatha Sree 9000967782	M.Sc(Maths)	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
50		B.Sc	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
51	Dommati Sandhya Rani 9603270108	M.Sc(Chem)	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
52	Gaddam/Sankuri Aishwarya 9866990799	M.Sc(Chem)	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
53	,	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
54		B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
55	Andhol Deekshitha-*	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
56		B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
57	Atloori Rebecca Priyadarshini*	MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
58	Kata Niharika 7997143394	M.Sc(Maths)	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
59	S Poojitha 9666222092	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
60	M Rameshwari-*	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
61	Ch Shivani-9949017116	MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
62	T Swarna Mai 9133711636	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
63	A Vaishnavi Devi-9490319458	M.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
64	S Alekhya 9440008078	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
65	B Ashwini Reddy- 9951883463	D.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
66	K Priyanka-9948640042	B.Sc	•	
	B Goutami-8801413459	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
67	Madha Tejaswini-9908463435	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
68	Harshitha Modi-9030078407	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
69	D L Sowbhagya Lakshmi/Laxmi-7013356328	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
70	Juveria Rukshar-8297753141	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
71	N Bhavana-9849129375	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
72	Monika Kumari-9652040120	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
73	Chindham Shireesha-9948013945	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
74	S Mary Mahitha 9948102734	MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
75	Uppalagalla Sheela Rani 9603460687	MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
76		MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
77	M Sravya 9701387547	MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
78	A Asrithani Ranjana 9985262289	MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
79		MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
80		MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
81	Samreen Unnisa 7207149823	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
82	K Sony-9640522523	MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
83	M Anu Navya 7337023240	MBA	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
84	Thota Ruchitha 7993076863	M.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
85	Phooldandikar Mounika 9849094444	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
86	Swetha Sharma-9989020571	B.Com	Chaitanya Educational Institutions-Ms. Swathi- 8008575165	1,32,000
87	Shruthi-9392413974	B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000
88	Bhureddy Preethi-9949999034	B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000
89	C Udaya Sree-9247766523	B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000
90	Harshitha-9266774723	B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000
91	Naga Vaishnavi9573279180	B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000
92	Prekshitha- 9550534545	B.Com	State Street- Ms. Kruthi Mehta- 7259107219 State Street- Ms. Kruthi Mehta- 7259107219	3,00,000
92	S Sandhya Reddy-7654387945		State Street- Ms. Kruthi Mehta- 7259107219  State Street- Ms. Kruthi Mehta- 7259107219	
93	Sangepu Manasa-9440865547	B.Com	Date Dieter Ms. Klum Melliä- /25910/219	3,00,000

94		B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000	
	Shruthy R-9985235917				
95		B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000	
	G Shivani Reddy-9908234255				
96		B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000	
	Swetha Sharma-9989020571				
97	1	B.Com	State Street- Ms. Kruthi Mehta- 7259107219	3,00,000	
	Kothakonda Vyshnavi-9177200141				
98			Infosys- Archana- 040-48488245	2,22,000	
	Gayathri-9948025258	B.Sc			
99		B.Com	Skillstride- Ms. Krithika Jain- 9963426006	4,40,000	
	Aamna Tahira-9000176125				
100		B.Com	Skillstride- Ms. Krithika Jain- 9963426006	4,40,000	
	Nikitha Raj-9000534545				
101		B.Com	Skillstride- Ms. Krithika Jain- 9963426006	4,40,000	
	Kritika Raj-9204052041			, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
102		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	Purnima Hore-9440392564			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
103		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	Puja Bhosle-9908110499			2,22,222	
104		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
104	R.Vineesha-9391959740	<u>B.Com</u>	IKS-WS. Mohan Gajoc-7020030376	0,00,000	
105		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
103		<u>B.Com</u>	IKS-Wis. Monan Gajoe-9820030378	3,30,000	
106	Bhureddy Preethi-994999034	B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
100		<u>B.Com</u>	IKS-Wis. Monan Gajoe-9820030378	3,30,000	
107	Swathi Raikoti-7896034255	D. C	IKS-Ms. Monali Gajbe-9820656578	2.50.000	
107		B.Com	IKS-Ms. Monan Gajbe-9820656578	3,50,000	
100	Bhavana Jakula-8639387134	pp. r	We have a second second	0.50.000	
108		BBM	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	P Sree Priya-9963143883				
109		BBM	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	Supriya-9493409342				
110			IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	K .Hima Bindu-9440110327	B.Sc			
111		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	N. Devi Aishwarya-9346216363				
112			IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	Sherlin Michael-7680018803	B.Sc			
113		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	M.Nvasanthi-9059129935				
114		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	Simran Ladhani-8885150582				
115			IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	M. Monika Sai-9949362927	B.Sc			
116		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000	
	Merlyn Grace George-9497741175				
		<u> </u>			

117		B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000
118	B.Rithika	B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000
	Nikitha Raj			
119	Vaishnavi Ragamgari-9966686811	B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000
120	K. Srilakshmi-9912336833	B.Sc	IKS-Ms. Monali Gajbe-9820656578	3,50,000
121	V Sravani Reddy-9440231758	B.Sc	IKS-Ms. Monali Gajbe-9820656578	3,50,000
122	P Swetha Reddy-9494555055	B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000
123	Satvika Divya-8801499686	B.Sc	IKS-Ms. Monali Gajbe-9820656578	3,50,000
124	,	B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000
125	Gowthanya C-8639829542	BBC	IKS-Ms. Monali Gajbe-9820656578	3,50,000
126	Punnaramji Mamatha-7702456512	B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000
127	Bhavani Gutti-9703722263		IKS-Ms. Monali Gajbe-9820656578	3,50,000
128	Padmavathi Kollapuram-9490751353	B.Sc B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000
129	Manasa Nadimpalli-8121104409	B.Com	IKS-Ms. Monali Gajbe-9820656578	3,50,000
130	Anitha Lambersdhan-9966685961		IKS-Ms. Monali Gajbe-9820656578	3,50,000
131	Supriya Goda	B.Sc B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	2,35,000
132	Punnaramji Mamatha-9550602407		HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
133	Keshanagari Kavitha	B.Sc B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
134	Bokka Ashwini Reddy	B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
135	Goswamy Akanksha-9603907678	B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
136	Nalwade Deekshitha-9440390642	B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
	Kovuri Priyanka Yadav	B.Sc	•	
137	Harshitha Daulagar-9849769355	B.Sc	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
138	Boggula Pallavi-9603054903	B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
139	Atmakur Neha-8121663713	B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
140	Srungavarapu Madhuri-9032549710	B.Sc	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
141	Ch.Varshini Prasad-9618734242	B.Sc	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
142	Jalda Sri Kruthi-8125340547	BBM	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
143	Maya Durga- 8801408494	B.Sc	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
144		B.Sc	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
145	Balapuram Neha Raj-9848282708	B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
146		D.C.	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
147	Bommireddypally Sravani-9849815222	B.Sc B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
148	Tadepalli Meghala Lakshmi-8886055445		HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
149		B.Sc B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
150		B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
151	Ramya D-9346713830	BA	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
152	Kulsum Fatima-8801666817	B.Com	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
153	Mamtha Kumari-9963445957		HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
154	Afeefa Aiman-9849241250	B.Sc	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
155	Ayaggari Sai Sagarika-9966344410	B.Sc BA	HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
156	S. Ganga Bhavani-8099743854		HGS-Mr.Parthasaradhi Sen Guptha- 9642477731	3,50,000
157	Syeda Rabiya Banu-9849034135	B.Sc BA	TCS- Mr.Abhishek- 9700107452	1,56,000
158	Akriti Mishra-9059186598	BBM	TCS- Mr.Abhishek- 9700107452	1,56,000
159	Sapna Sharma-9573607350	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
	Pooja Puneriya-7995435745			
160	Hanmanthraopeta Saisharanya-8106129987	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
161	Aningula Renuka-8965400234	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
162	P R Supraja-8008224926	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
163	Gurram Mounika-8686563179	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
164	Yogitha Kanetia-9705323921	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
165	Phalguni Pandya-8686563179	BA	TCS- Mr.Abhishek- 9700107452	1,56,000
			•	

166		BA	TCS- Mr. Abhishek- 9700107452	1,56,000
167	Bks Alekya-7453600623	5.1	TCS- Mr.Abhishek- 9700107452	1,56,000
	Pullannagari Manisha-9963668114	B.Sc		
168	P. Pavani-7416695643	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
169	Dhandigari Vishnu Priya-9441865333	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
170	B.Sirisha-9705925783	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
171	Nadella Samyuktha-9966923333	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
172	Maya Durga-7093961314	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
173		B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
174	Gujja Bhavani-7893328434  Tatikonda Dharani-8978854814	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
175		n a	TCS- Mr.Abhishek- 9700107452	1,56,000
176	K Madhurima	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
177	Vaishnavi Mamindla-9885432376	B.Sc B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
178	Mora. Varsha-8790596952	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
179	N Bhavana-9849129375	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
180	Priya Dwivedi-7207640348	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
181	Thalam Tejaswini-9704188675		TCS- Mr.Abhishek- 9700107452	1,56,000
182	Marishetty Srinidhi-9676945795	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
183	Sravani-9849815222	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
184	Rompicharla Geetha Madhuri-9652187756	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
185	Goswamy Akanksha-8332843029	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
186	Madhavi Kumari-9030811093	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
	Saisri Kollipara-7893325674	B.Sc		
187	Gangapuram Swetha Bhavani-9912872262	B.Sc	TCS- Mr.Abhishek- 9700107452	1,56,000
188	Monika Kumari-9652040120	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
189	H.Kumidini-9640522523	B.Com	TCS- Mr.Abhishek- 9700107452	1,56,000
190	K.Deepthi-8106804255	B.Sc	VCC India- Girish Kumar- 7097483101	2,50,000 – 3,00,000
191	Tayyaba Taheruddin-9293153865	B.Sc	Amazon- Khaja Fazil Mohiuddin- 7989953482	2,80,000
192	Syeda Faizah Hafeez-7097495797	BA	Amazon- Khaja Fazil Mohiuddin- 7989953482	2,80,000
193	Afeefa Aiman-9849241250	B.Sc	Amazon- Khaja Fazil Mohiuddin- 7989953482	2,80,000
194	Mary Mahitha 9908448323	MBA	S & P Global- Ms. Sangeetha- 733118165	3,20,000 to 4,09,000
195	Sheela 9908448323	MBA	HDFC- Mr. Masood- 9396674668	3,00,000
196	Amrutha 9441606397	MBA	HDFC- Mr. Masood- 9396674668	3,00,000
197		MBA	HDFC- Mr. Masood- 9396674668	3,00,000
198	Ruchitha 7993076863	MBA	HDFC- Mr. Masood- 9396674668	3,00,000
199	Samreen 7207149823	MCom	HDFC- Mr. Masood- 9396674668	3,00,000
200	Jaffar Fatima 7780550535			3,00,000
201	B.Sravani-8019103776	B.Sc	PILOG India Pvt Ltd	
202	O.V.Yamini- 9018013776	B.Sc	Cognizant ,Hyd	2,20,000
203	120416445005,Kubra Fatima-7337065484	B.Sc	Techmahindra	1,56,000
204	120416445060S.Spoorthy-9347050082	B.Sc	Techmahindra	2,20,000 3,00,000
205	120416588009,Shaik Ameena-9701696944	B.Sc	Genpact	
206	120417488022, Pariyada Shravani-9849464763	B.Sc	Clinsync clinical research	1 ,00,000
207	120417488015, Asma Sultana-9032128135	B.Sc	Cognizant	2,20,000 3,00,000
208	Kongari Lakshmi Kala-8686884207	BBA	Maruti Suzuki India Pvt Ltd	3,00,000
209	Terala Vineetha-9849432629	BBA	TECHNOGAINT HR RECRUITER	3,00,000
	Nooreen Fatima-9985389300	BBA	LEGATO HEALTH TECHNOLOGIES	
210	Fariya Mehvish-8143140517	BBA	Deloitte	3,00,000
211	Maheen Naaz-8106802082	BBA	AMAZON	3,00,000
212	B.Manisha-8942983465	MCA	Cognizant technology solutions	3,00,000
213	Nisha Lagdae 8125916265	MCA	Amazon	3,00,000
214	Karishma Khan 8686383990	MCA	Accenture	3,00,000
		-		

215	T			3,00,000
213	Priyanka 9618354266	MCA	Cognizant	3,00,000
216				3,00,000
217	Gayathri Nandagiri 9052002668	MCA	NUKG Business solutions	2.00.000
217	Gurudu Sai Sudha 9661056004	MCA	TCS	3,00,000
218				3,00,000
	Swathi Sunkoju 7981625146	MCA	CONCENTRIX	
219		MCA	Dest Too Files	4.00.000
220	Sreenidhi Depala 8374640095	MCA	Best Tax Filer	1 ,00,000
	Tasneem Fathima 8801339286	MCA	Deepija telecom Pvt Ltd	1,20,000
221				
222	Gyraboina Mounika 9640184646	MCA	Infosys	2,20,000
	Natige Vijayalaxmi 9492122289	MCA	Vainqueur Corporate Service pvt ltd	1,20,000
223				
224	Saipriya Velaga 8186884446	MCA	Capgemini	8,00,008
224	R Sneha 7396128156	MCA	Verinon Technology Solutions	2,40,000
225			, , , , , , , , , , , , , , , , , , ,	
	Kolanu Mounika 9989245256	MCA	Verinon Technology Solutions Pvt Ltd	2,20,000
226	M.Kalpana 9908448323	MCA	Telangana Academy For Skill and Knowledge	2,40,000
227		MCA	retangana Academy For Skin and Knowledge	2,40,000
	Asma Saleem 9908448323	MCA	Capgemini	2,40,000
228		MCA	A	2,40,000
229	Kundeti Deepti Sri 9908448323	MCA	Accuracy	2,40,000
	Sai Sri Lakshmi Garlapati	MCA	Persistent Systems	2,40,000
230				
231	Niharika 7997143394	MBA	KARVY STOCK BROKING LTD	2,40,000
	M.Sravya 9701387547	MBA	TEKSKILLS INDIA PVT LTD	2,40,000
232				
233	S.Alekhya 9440008078	M.Com	St.Francis College For Womens,Begumpet.	2,40,000
233	Nausheen Parveen 7097268651	M.Com	Maiteyi College,Mehdipatnam	1,20,000
234				
225	Syeda Juverioa Fatima 8125462608	M.Com	Q- connect Buiness solution	1,20,000
235	Juveria Rukhsar 8801074016	M.Com	Adp pvt. Ltd.co.	1,20,000
236				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	Sadia Samreen 9985744665	M.Com	St.joseph college tolichowki	1,20,000
237	B. Anjali 8827566566	M.Com	Cognizant technology services	1,20,000
238		WI.COM	Cognizant technology services	1,20,000
	Priyanka Waghmare 8121206763	M.Com	Wipro	1,20,000
239		M.Com	HDEC healt sheilmet	1 20 000
240	Syeda Jaffari Fatima 7780550535	M.Com	HDFC bank shaikpet	1,20,000
	P. Chanadana Narayan 7093648182	M.Sc(Chemistry)	Chemveda life sciences, Uppal, Hyderabad	1,20,000
241				
242	120417464039-8790136543	B.Sc	Employment	1,20,000
242	120417478020-9705631730	B.Sc	Employment	1,20,000





08 Jun, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program

Wipro Limited, Dodda Kannelli Sarjapur Road, Bengaluru - 560 035. Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Vaishnavi Nitin Kulkarni,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship rogram customized as a robust cademic nd training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India. The duration of the academic program shall be 48 months from the date of enrolment for academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining and be intimated through a separate communication.

ipro Limited 4 art We hope you enjoy he learning with ILP and have an enriching experience being a ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely, For Wipro Limited,

- Talent Acquisition General Manager Sunil Kalachar

KALACHAR 26 IST Letter Validity upkn Reason: Campus Location: Bengalur Digitally signed by

Registered Office:

T:+81 (80) 2844 0011 F:+91 (80) 2844 0064 E:infu@wipro.com W:wipro.com C:L32102K41845PLC020800 Doddakannelli Sarjapur Ruad Bengaluru 560 035 Wipro Limited

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Page 1 of 16



Endorsement | accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office:
Wipro Limited
Doddakarnield
Serjapur Road
Bengaluru 600 035

T - +61 (80) 2844 0011 F - +61 (80) 2844 0064 E - info@wipro.com W - wipro.com C - L921020A 1846 6PLC020400

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# Terms & Conditions of scholarship

## 1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') hat prepares you to participate in projects at the Company as part of this learning program. This robust academic program will lso nable you o btain M. Tech degree from one of the remier engineering Institution University upon successful completion of the course.

## 2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. hich is done sole y at he discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months. Unless he Company extends the period of your study in writing,

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

# 3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

& medical insurance that would voluntary benefit offered y Wipro. This s Apart from the monthly scholarship, the Company will provide you with life include a cover for you, the premium / cost will be taken care of y Wipro. This the Company and the details of the same are listed below.

- A Group Personal Accident Insurance (GPAI) coverage of INR 12, 00,000/-.. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on the policy are available on the section in myWipro, the HR portal at Wipro. .\_:
  - Group Life Insurance coverage of **Rs.14, 00,000/-.** This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly egotiated premium. More etails on he olicy are available on y Policies Section in myWipro, the HR portal at Wipro. :=

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne You are eligible for a floater coverage of Rs 2, 00,000 by the employee/Scholar trainee. If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium.



The below table lists down your scholarship details:

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

(\*) ou hall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

Company and subject o your satisfactory rogress of tudy, acquisition f skills, behavior, egularity nd punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal. The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

## **Book Allowance:**

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of he emester. He llowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

## Scholarship Advance:

You can avail a scholarship advance in case if any ersonal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

## 4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months :=

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue he WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

# 5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective if PRP is to quip you with the necessary nowledge and kills that will enable you to start working on real-life project work which is an integral part of the WILP.

# 6. Regulations of Academic study:

- nrolled for M Tech program with a enowned nstitution ("University") that ollaborates with Wipro for WILP ill be
- Software Engineering anagement, Data Analytics, IoT, Cloud Software Systems, Information Technology, Computing Systems and Infrastructure Digital & Cyber security, Embedded Systems. not limited to specialization includes but is Course
- Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding. ≘Ϊ
- You will not be able to change Specialization tracks after enrolment. .≥
- Overall program duration is 4 years from date of enrolment of academic program. >
- e ill register and pursue 4 to 6 courses As per he program structure, a WILP Scholar trainee semester over 7 semesters.
- You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects. ₹
- Each course has multiple evaluation components. This includes an assignment component, quiz, midsemester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution. ₹
  - Contact classes are organized as per the handout and calendar prepared and shared by the University the eginning of each semester. In the ormal ourse, ne session of 2 hours duration per course per contact class is organized. ×
    - and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm will be called upon to undergo studies during the hours
      - our responsibility The faculty will take attendance/circulate attendance sheets for every session. It is to ensure that your attendances are recorded properly.



- WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers. Ξ.
- Attending 75% of contact session is mandatory for each course to appear for examinations X.
- ot attending lasses for reasons like medical/on the job training /late coming/personal roblems and other similar reasons would be treated as absenteeism. ≥×
- Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester. ⋛
- For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time ould be pplicable. In addition, additional semesters fees are to be borne by you as prescribed by the University. ž
- At the end of each semester, the performance of each Scholar Trainee in a course, is specified as letter grade which is obtained through a Relative Grading procedure
- ore cumulative fail rade at any point in time will be expelled from o Any Scholar trainee securing
- The 8th semester of study is fully devoted for dissertation / project work ×.
- If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- not Project / Dissertation work has to be carried out by each individual separately. Teamwork is permitted X
- The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution. XX.
- iscipline in line with Wipro's ecorum and xpected to maintain professional work culture and environment. rainees are Scholar WILP XXIII.
- In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time strict ction will be aken and he decision if the WILP Team faculty /, University would be final and binding.
- Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

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- On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

## Conflict of Interest:

- During your enrolment period with the WILP, you will focus exclusively on the requirements of are required to engage the program. In addition o your study and academic equirements, yo are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy .\_:
- You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro. :=
- The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage: ≡
- Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the ram or to accept enrolment ad/or employment with any competitor, supplier or any customer with whom you have a connection.

  D. Any employee of Wipro to terminate their employment with Wipro or to employment with any competitor sundier or the competition or to the competition or the c
- competitor, supplier or any customer with whom you have connection.
- ipro to a third xisting business ith party or to terminate their business relationship with Wipro. ustomer or vendor of Wipro to move their Any
- Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party. ö
  - ith Head / Manager f WILP, to In case of any conflict or doubt, please iscuss the matter understand Wipro's position on this and resolve the conflict. .≥

## 8. Obligation and Responsibilities:

- During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters. .\_:
- During your study as part of WILP, Company expects you to undergo study in the area in which you re placed, ith a high standard of initiative and fficiency. This is critical and Company has zero tolerance towards any deviations. :=
- ould not be allowed to seek membership of any local rublic body ithout the written approval from the Head / Manager of WILP. Ξ
- During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or ≥

## Registered Office:

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- secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- < You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / time to time and you will be bound to comply with the same. modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from
- ≤. In consideration of the opportunities, trainings and access to new techniques and know-how that will e made available o you, you will be required to comply with he Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such onfidential Information xcept s ay be required under obligation f aw r as may be required y WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- **≦**: property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you olely or jointly with others (whether r not during business or academic session In connection with your association with Wipro as part of the WILP and during the term of your association pon conception r creation, you shall isclose and assign to ipro as its exclusive hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy nd will be the sole intellectual property f Wipro. You gree to cooperate in he execution of documents to facilitate the assignment of such intellectual property when required. During the period facademic study, if you develop or conceptualize nventions, deas, concepts, discoveries,

## 9. Confidentiality:

- Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such onfidential Information xcept s ay be required under obligation f aw r as may be required y Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation). In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to omply with the onfidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the
- =: During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you ave an obligation of confidentiality and by signing below you ffirm hat you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for

# 10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, nd improvements (including without limitation legal documents, training materials computer

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Bengaluru 560 035 Sarjapur Road Wipro Limited

: info@wipro.com

: L32102KA1945PLC020800

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be reassigned or transferred to another division, department, establishment or new ocation where Wipro, has to office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that nit/branch. You may also be laced in any sister company if Wipro, for

## 12. Misconduct:

- n case you are charged with ny isconduct or isciplinary issue during our study eriod, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment ay be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- =: Notwithstanding the condition regarding written notice of termination and without rejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ ipro sound to be false or if you are found to have willfully uppressed any material information.

Please note that at any stage, hether during your selection process or upon nrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

## 13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this incolment during the study period without assigning any reason, y giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

## 14. Study Hours:

- during the hours As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by LP from time o time s per the University
- =: a 45 minutes lunch interval Normally, your "Project work" would be from 8:30am o 6:00pm rom Monday to Friday. There shall e

## Registered Office:

Sarjapur Road Doddakannelli O E m m 4

: info@wipro.com :+91 (80) 2844 0011 :+91 (80) 2844 0054

: wipro.com : L32102KA1845PLC02080U

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- as may be art of our WILP ny project work as pu f he ocations You would be assigned o any decided by the Company. ΞĖ
- The ull ay lecture sessions will be held tany f Wipro's ther stablishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP. .≥
- The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions. >

## 15. General:

- This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice. .\_:
- nenforceable due r understanding, if any, The terms of this letter of enrolment may be specifically enforced legally, if required. In thi connection, if any of the rovisions f his letter are declared or found to e oid or nenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect. ≔
  - xisting agreement between Wipro and you relating to the same subject matter. upersede and replace any nrolment terms i≡
- You warrant hat you are not prevented by a court or by any ther administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting. .≥
- During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from ime to time. Ou gree o comply with all policies is modified from time to >

# 16. On Completion/Cancellation of Academic Program:

- On Completion of the academic program or cancellation of your enrolment, as the case may be you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not items. make or retain any copies of these
  - You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy. :=
    - Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study. Ė

# 17. Acceptance of Enrolment Letter:

	T : +91 (80) 2844 0011	F : +01 (80) 2844 0054	E :Info :		C : L32102KA1945PLC020800
Registered Office:	Wipro Limited	Doddakannetti	Sarjapur Road	Bengaluru 560 035	India



Upon ccepting the bove terms and conditions, you are required to eturn the uplicate of this etter fenrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely, For Wipro Limited,

Sunil Kalachar General Manager - Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein. I shall be present for the induction session on  $\frac{1}{2}$ 

Signature:	Name:
Date:	



Registered Office: Wipro Umited Doddakannelli Sarjapur Road Bengaluru 500 035

T :+81 (80) 2844 0011
F :+01 (80) 2844 0054
E :Info@wipro.com
W : wipro.com
C :L32102KA1945PLC020800

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## ANNEXURE

# CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I ------, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- Ö processing my application form including background verification checks;
- 9 academic study related actions ncluding ecord keeping, processing scholarship advance benefits and any action required in the context of my enrolment with Wipro, being a part of WILP. and

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Date: _/_/	Name:
Signature	

Registered Office:

Wipro Limited Doddakannelli Sarjapur Road Bengaluru 560 035

T:+91 (80) 2844 0011
F:+91 (80) 2844 0054
E:Info@wipro.com
W:wipro.com
C:L32102KA1945PLC0

: Wipro.com :L32102KA1945PLC020800

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## ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that y enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Date://	Name:
Signature:	

Registered Office:

Wipro Umited Doddakannelli Sarjapur Road Bengaluru 560 035 India

T :+91 (80) 2844 0011
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## ANNEXURE - III

## **INITIAL INDUCTION PROGRAM**

corporate world. The Talent Transformation team at Wipro grooms campus selects to help hem face the challenges of the

A holistic 60 egree approach to training is adopted and helps them hone their fundamental omputer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the indset if the young rainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

# Corporate Readiness Program - CRP

The CRP program is ocused on making oung rainees comfortable in corporate environment. This rogram starts with a corporate induction.

"PINNACLE" a behavioral kills building training program insures that the fresh Trainee start leeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

# Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of rojects that the recruits are expected to omplete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.



## ANNEXURE - IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Date://	Name:
Signature:	

Registered Office:

Wipro Limited Doddakannelli Sarjapur Road Bengaturu 560 035 India

T:+91 (80) 2844 0011
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E:info@wipro.com
W:wipro.com
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# Travel, Accommodation, Food & Other Miscellaneous Expenses

## Travel

- need to submit bills towards usage of this amount. credited with our first month stipend. You may utilize this amount towards Travel and ou would not You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be
- = training or classes at different locations in the same city. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending

# Accommodation, Food & other Miscellaneous Expenses

- ou may utilize his amount towards ccommodation, ood & other miscellaneous expenses. his would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining.
- =: the training location (location where you undergo initial training), you would be entitled for the following: If your posting location (the location where you would be based out of after training) is different from
- the date of reporting to the posting location. You may utilize this amount towards boarding, lodging conveyance & other miscellaneous expenses. ettlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from
- ₽ Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- < Campus joiners would not be eligible for accommodation at the Wipro guest houses

## Atmakur Neha

## **Letter of Appointment**

Dear Atmakur Neha,

- **1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure–II.
- **2.0 Date of Appointment:** Your effective date of Appointment will be on or before **May 28, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- **3.0 Initial Posting & Reporting**: Your initial posting in the normal course will be **Hyderabad** and you will report to the respective Business and/or Functional Head.
- **4.0 Documentation:** You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- **5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

Aatreyi Sengupta
Senior Manager - Human Resources
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understa

ources			
ited	I have read the Appointment Letter and I fully understand and		
	accept the te	rms & conditions contained herein	
	Signature:		
	Name:		
	Date:		

Encl: Annexure - I & II

- 1.1 Remuneration Details: The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.
- You will also be entitled to contributory provident fund and gratuity as per the rules 1.1.1 and regulations of the company, subject to statutory provisions.
- 1.1.2 Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.
- 1.1.3 Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.
- 1.1.4 You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its
- 1.1.5 Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.
- 2.0 The other terms and conditions of your appointment are as follows:

2.1

- **Training:** You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period of training.
- 2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the company reserves its rights to terminate your services in the event that your performance is found
- 2.1.2 You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the HGS employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.
- 2.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.
  - **Proviso:** Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- Please note that in the event of your not joining the Company on or before the date 2.1.4 mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked
- 2.2 Work Week: The standard work week is Monday to Friday / Saturday. You will be given day off(s) in a week as per the policy of the company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work.
- 2.3 Regular Appointment: On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be 2 month, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with 2 month's notice or 2 month's basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with 2 month's notice or payment of 2 month's basic salary in lieu of notice, at the discretion of the company.
  - **Provision:** Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- 2.4 Confidentiality: You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

- Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.
- Software & Legal Compliance: The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.
- Statutory Compliance: You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc
- 2.8 Company Property: You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.
- 2.9 Job Assignment: You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.
- 2.10 Transfer: 2.10.1
  - The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to such transfer and as per the company's policies.
- 2.10.2 Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
- 2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -
- 2.10.3.1 that you shall follow and be governed by the rules and regulations applicable. 2.10.3.2 That you shall honour and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
- That you shall indemnify and hold harmless, the company, from all liabilities 2.10.3.3 arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
- 2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure
- 3.0 Other terms and conditions:
- Working Hours The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
- **Double Employment Prohibited:**
- 3.2 3.2.1 You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.

- 3.2.2 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing, in each case.
- 3.3 Contact Details: You will keep us informed of any change in your residential address, civil or marital status and other such matters.
- 3.4 **Statutory Deductions:** Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year.
- 3.5 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 3.6 Verification:
- 3.6.1 **Verification:** Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.
- 3.7 Declarations & Representations: You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external Interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.
- 3.8 **Annulment of Employment:** Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:
- 3.8.1 if during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or
- 3.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;
- 3.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise:
- 3.9 **Termination for Breach:** In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.
- 4.0 Savings: Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner: -
- 4.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.
- 4.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.
- **Validity of Appointment Letter:** This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.
- 6.0 Governing Law & Jurisdiction: The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen.
- 7.0 Non-Solicitation: You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees,(b) attempt to induce such other

employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company

- 8.0 Non-Compete: The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and
- 8.1 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;
  - For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner investor or otherwise.
- 8.3 The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company

8.4

10.0

11.0

12.0

- The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.
- 8.5 The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.
- 9.0 Representation. The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.
  - Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
  - Waiver of Breach. Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.
  - **Survival.** All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment.
- 13.0 Relocation: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the HGS Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards shipment of household goods and / or car as per the retention clause in the policy.
- **14.0 Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act
- **15.0 Acceptance:** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.

Candidata Nama			JRE II - SALARY & A	LLUW ANCES		
Candidate Name		Atmakur Neha	maultant			
Designation	Trainee Process Consultant					11
Grade		PC2	w of DO	Location	Monthly	erabad Annual
Components			w.e.f - DO "A" FIXED		Monuny	Annuai
Basic			А ГІЛЕД		4 200	F2.F()
House Rent Allowance					4,380 1,752	52,560 21,024
Shift Allowance					4,820	57,84
"A" Sub-total - Gross Pay	7				10,952	1,31,42
A Sub-total - Gloss Lay			"B" RETIRAL BENE	er e	10,732	1,31,42
Advance against Statutory	Bonus		D RETIRALDERE	115	365	4,38
Provident Fund - Employ		ution			1,104	13,24
Gratuity	cr 3 contrib				211	2,53
ESIC Contribution – Emplo	ovan's Contr	ibution			368	
"B"Sub-total- Retiral be		เมนเเปเ			2,048	4,41 <b>24,57</b> 0
Total Salary Cost (A + B)	1101103				13,000	1,56,00
Total Salary Cost (A + D)			"C" VARIABLE PA	v	13,000	1,30,00
Performance Incentives 100	0 100% of ai	ven achievement tara		1	1,000	12,00
Performance Incentives (@ 100% of given achievement targets)  "C" Sub-total - Variable				1,000	12,00	
Total Cost to Company (	A + B + C )				14,000	1,68,00
Total cost to company (	11.2.0)	"D" I	NSURANCE / OTHER	BENEFITS	11,000	1,00,00
Total Cost to Company : (	A + B + C +		, , , , , , , , , , , , , , , , , , , ,		14,000	1,68,00
Benefit / Scheme	Description				Value / PA	
Performance	<del></del>			,	Rs. 12,000 p.a**	
incentives	Will be paid every month on achieving process defined targets goals as defined in table below			KS. 12,000 p.a		
Subsidized Transport Service	An indicative transport cost incurred by the employer for commuting between home to office and back which is a facility to avail and not to be encashed if not availed.				Rs. 24,000 p.a**	
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:			Rs. 6,02,000*		
Group Personal Accident	You are co	You are covered under group personal accident insurance policy of the company for a sum of -			Rs. 6,00,000**	
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -			Rs. 1,00,000**		
ESI Scheme	Insurance	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.				As applicable*p.n
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.				As applicable*	
Advance against provisional minimum statutory bonus		Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land			As applicable*	
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.			As applicable*p.n		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.			As applicable*p.n		
Professional Tax		er the applicable rules in				As applicable*p.n
Process Target achievemen	ıt	>80-<85%	>85-<95%	>95-<100%	>100-<110%	>110%
PI Eligibility (%)		50%	70%	100%	110%	125%
PI Eligible amount (Rs. p.a.)		6,000	8,400	12,000	13,200	15,000
PI Eligible amount (Rs. p.m.)		500	700	1,000	1,100	1,250

Aatreyi Sengupta	Atmakur Neha
Senior Manager - Human Resources	Date:
Hinduja Global Solutions Limited	

i As per ESIC, family means all or any of the following relatives of an insured person namely:- a spouse, a minor legitimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person and who is (a) receiving education, till he or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason or any physical or mental abnormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and department parents

<sup>\*</sup> Statutory Schemes are subject to change as per the Law from time to time.

\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.

## **EXHIBIT - A**

Name		Madhureema.S		
Designation		Specialist		
Location	Hyderabad			
Reporting to	Reporting to			
SSGL		Н		
Base Salary	256,256			
	Proposed			
Components	Break-up	Annual	Monthly	
Basic		180,000	15,000	
Flexi Allowance	Base - Basic	76,256	6,355	
			-	
Base Salary		256,256	21,355	
Variable (PRP/SIC)	7%	22,422		
Others			-	
Total Cash	Base + Variable	278,678	21,355	
Retirals				
Employer's Contribution of PF	12% of Basic	21,600	1,800	
Gratuity	4.81% of Basic	8,658	722	
Cost To Company (CTC)		308,936	23,876	

<sup>\*</sup> All the figures are in INR

## In addition to the above you will also be eligible for insurance as below:

**Hospitalization insurance** = Rs. 5 lacs for a family unit of Self, Spouse & 2 dependent children **Accident Insurance [only self]** = 2.5 times of the Annual Base Salary with a capping at minimum of INR 1,000,000 and maximum of INR 15,000,000

*Life insurance [only self]* = 2.5 times of the Annual Base Salary with a capping at minimum of *INR 1,000,000 and maximum of INR 15,000,000, given to beneficiary* 

## Note:

The above offer of employment is contingent on you clearing the pre-employment medical check and satisfactory background screening

Please note that the Performance reward Plan (PRP)/Sales Incentive Compensation(SIC) will be contingent on the actual performance of Company, unit and your own individual performance. The Company reserves the right, and at its sole discretion, to cancel or modify the PRP/SIC at any time subject to payment of applicable statutory amounts

1 Accept Offer
Additional Information - New Hire (India)
FADV Form to complete – India
Dependant and Bank Account Details
Background Vetting - India

## Offer Acceptance eOffer

Required fields are marked with an asterisk.

Please note: the offer letter and any attachments will no longer be available to you once you accept the offer. If you would like this information for your records, please print them out prior to acceptance.



## **APPOINTMENT LETTER**

Dear Mr. /Ms. Madhureema S Date: January 12, 2020

On behalf of the Corteva Agriscience Company, I am pleased to offer you the position of AP Specialist within Corteva Finance. Your position will be based in Asia Pacific>India>Telangana>Hyderabad>AP-IN-Hyderabad-DSCI-2 with an anticipated start date of June 1, 2020.

As a worldwide leader, Corteva is committed to success in everything we do. Part of this commitment is providing an extensive total compensation package for our employees. We are pleased to present the following offer with below terms and conditions:

With Best Wishes,

Yours sincerely, Veeraraghavan M, Director- HR, South Asia

## EXHIBIT - I TERMS OF EMPLOYMENT

## 1. COMMENCEMENT OF EMPLOYMENT

Your employment is effective from June 1, 2020. Your employment is contingent on the results of a background check which includes reference checks, medical check up and verification of education and work history. The Company may at its own discretion terminate the employment at any time on finding any of the background checks non satisfactory, untrue or inconsistent with the information and documents provided by you.

## 2. LOCATION

Your location shall be AP-IN-Hyderabad-DSCI but you may be required to travel to other offices in India or abroad from time to time.

The Company may transfer or assign or second you to any place of business of the Company or its Group Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad

## 3. REMUNERATION

a) Salary

Your emoluments s details are enclosed in EXHIBIT- 1A of the offer letter.

The remuneration shall be paid to you on a monthly basis subject to tax and other statutory/legal deductions, as applicable per prevalent laws and regulations.

b) Other Benefits

The details of benefits that Company extends to its employees are as per the existing Company policy (ies) as may be revised and in force from time to time.

## 4. RETIREMENT AGE

The Company's retirement age is 60 years.

## 5. PROTECTION OF INTELLECTUAL PROPERTY

a) If you make or conceive any improvements and/or inventions during the period of your employment (whether alone or with any other person or persons, and whether patentable or not) relating in any way to the activities or business of the company (whether or not such improvements and/or inventions are conceived by you in the course of your normal duties during your employment with the Company), you must disclose it to the Company immediately. At the Company's request, you shall execute any and all applications, assignments and instruments and render all such assistance as the Company may require in order for the company to apply for and obtain, in its own name, intellectual property protection (including without limitation trade mark, service mark or design registration and/or letters patent) in South Asia and/or other countries covering the said improvements or inventions and in order to assign and convey to the Company absolutely the sole and exclusive right, title and interest in such improvements and/or inventions. Your obligations hereunder shall continue beyond the termination of your

employment, with respect to improvements or inventions conceived or made by you during the period of your employment, and for the avoidance of doubt, shall be binding upon your heirs and legal representatives.

- b) You shall not, at any time either during the currency of your employment or at any time thereafter, use or knowingly cause the use by any third party of the Company's trade secrets or inventions (whether or not made by you) or the Company's confidential information concerning the organisation, its business or operations or about the finance of the Company or any of its dealings, transactions, affairs, accounts, finances, customers, suppliers, clients or employees ("confidential information"), which are or may come within your knowledge during the course of your employment, and you shall use adequate endeavours to prevent such use of the Company's trade secrets, inventions or confidential information by any such third party.
- c) You shall not, except where necessary, in the course of your duties or as required by law, at any time either during the currency of your employment or at any time thereafter, disclose, divulge or discuss any of the Company's trade secrets, inventions (whether or not made by you) or confidential information which are or may come within your knowledge or possession during the course of your employment.
- d). Upon termination of your employment, you shall promptly deliver to the Company all drawings, blueprints, reports and materials of a secret and confidential nature relating to the Company's activities or business, and all copies, records and reproductions of the Company's trade secrets, inventions (whether or not made by you) or confidential information contained in any media, which are in your possession or under your control.

## **6. PERSONAL DATA PROTECTION**

By signing these Terms and Conditions of Employment you agree to the Company for collection, saving, use, transfer and disclosure of your personal information to the external service providers and group Companies in India and or outside India. This will be done for the purposes of the administration and management of employees' related services and for compliance with applicable company policies, procedures, laws and regulations.

## 7. CONFLICTS OF INTEREST

During your employment with the Company you must not, except with the prior written permission of the Company belong to or have any financial interest in any business or organisation which gives rise or may give rise to a conflict of interest. You must notify the Company as soon as possible if you become aware that such a conflict exists or may exist or if there is any appearance of any conflict interest arising.

## 8. TERMINATION OF EMPLOYMENT

Your employment with the Company may be terminated by either you or the Company by providing 60 (sixty days) prior written notice or by payment of salary in lieu of the notice period, or part thereof.

The Company also reserves the right to terminate your employment summarily without notice or payment in lieu of notice if it has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this Contract or act or omit, committing violation of the rules and regulations of your employment and of the Company.

On the termination of the employment, you must return to the Company, or its authorized representative, any Company property which may be in your possession or under your control. This includes but is not limited to, all

documents in whatever form, electronic or otherwise, (including tapes and computer discs) received or made by you relating to the business of the Company (without taking copies or extracts), Company car, passes, computer, fax or keys.

## 9. ENTIRE AGREEMENT

The terms of this letter of Appointment shall be treated as the binding contract between you and the Company.

Your joining will be contingent on your accepting additional terms specified in the Company's Employee Handbook, Corteva Code of Conduct, and Security & Safety guidelines, Confidentiality, Export Control Policy. Besides that you will be bound by policies, rules and regulations enforced by the management, from time to time in relation to conduct, discipline, leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders as part of your terms of employment.

These Terms and Conditions of Employment supersede all prior agreements, understandings and arrangements, both verbal and written between you and the Company and constitute the entire agreement between you and the Company in respect of the subjects described.

## 10. CHANGES TO THE TERMS

The management of the Company reserves the right to modify, alter or delete the existing service rules/policies or to introduce fresh service rules/policies which will be binding upon you.

## 11. GOVERNING LAW

This Contract is governed by and construed in accordance with the laws of India and all disputes, claims or proceedings between the Parties relating to the validity, construction, performance or termination of this Contract shall be subject to the exclusive jurisdiction of the Courts at Gurgaon.

I hereby acknowledge that I have read the above Terms and Conditions of Employment and I am pleased to accept and confirm the offer of employment with Corteva Agriscience and the Terms and Conditions of Employment.

I confirm that I shall commence employment on:

Madhureema S Date

## **Offer Letter Attachments**

Campus-AP Specialist-Madhureema.S.pdf

## Response

Accept the offer

## Confirm your password

\*\*\*\*

## **Full Name**

MADHUREEMA SANKAR

## **E** Offer Signature Date

1/15/20

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## Deloitte Consulting India Private Limited

Opposite Meenakshi Tech Park, 15th Floor, Sy.No 41, Gachibowli Village, Ranga Reddy, Hyderabad, Telangana – 500032

Tel: +91 040 67621000 www.deloitte.com

Ms. Rumeesa Reyaz Darul Raihan 8-1-398/pm/273 ,Amna Masjid, Paramount Hills colony, Tolichowki, Hyderabad - 500008

**Subject: Offer of Employment** 

## Dear Rumeesa Reyaz:

On behalf of **Deloitte Consulting India Private Limited** (the "Employer" or "Company"), I am pleased to confirm our offer of employment to you as **Associate Analyst - Talent** based in **Hyderabad**. In accordance with the level mapping, your position with the Employer as **Associate Analyst** is closely aligned with the position of **Career Level 2** of the Employer. This title alignment is provided for informational purposes only and does not create any additional benefit, entitlement or obligation with regard to your employment with the Employer. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 24, 2020**.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. As part of your annual compensation, you will receive a Total Salary of Rs.3,00,000/and, will be eligible for a performance linked variable bonus. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount could vary depending upon the business and individual performance each fiscal year and, in some situations, could exceed the payout range indicated. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

Your employment with us will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters. Because the Employer is an Indian subsidiary of Deloitte LLP, we must also comply with these independence requirements. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B**.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. We would like you to join the Employer on **August 24, 2020**, or an alternative

mutually agreed upon date. At the time of joining, it is mandatory for you to submit the documents mentioned below.

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte U.S. India provides its professionals with home pick-up and drop transport services if their shift timings are between 8:30 pm - 6:00 am in Hyderabad; 9:30 pm - 6:00 am in Mumbai; and 8:00 pm - 6:00 am in Delhi and Bengaluru. Additionally, in Mumbai and Delhi, the firm also provides day-transportation services from central locations to the office and back, at time periods other than those stated above and the associated costs for this conveyance allowance is INR 2,000, deducted on a monthly basis from the payroll, for professionals choosing to opt for the service.

This letter and **Deloitte Consulting India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

**Rumeesa Reyaz**, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team. Sincerely,

For Deloitte Consulting India Private Limited

Best regards,

Jeniffer Miriam Cynthia

-81FFA0B6A494426

**Authorized Signatory** 

## Rumeesa Reyaz

## Acceptance

I, Rumeesa Reyaz, hereby accept	the terms and conditions of this employment offer	r.
Please sign and date your Accepta	nce	
Pocusigned by:  Rumeesa Reyay  E9D4B9FCDFE64DF  Signature		

#### Annexure A

# Ms. Rumeesa Reyaz

# **Associate Analyst - Talent**

Description	Monthly (Paramonth)	Annual (Pagnar Annum)
Basic Pay	(Rs. per month) <b>8,750</b>	(Rs. per Annum) 1,05,000
House Rent Allowance (HRA)	4,375	52,500
Special Allowance <sup>1a &amp; 1b</sup>	7,000	84,000
Leave Travel Allowance <sup>2</sup>	875	10,500
Meal Card <sup>3</sup>	2,200	26,400
Employer's contribution to PF	1,800	21,600
Total Salary (in Rs.)	25,000	3,00,000
Variable Bonus*	You will be eligible for a performance linke applicable, it will be paid out on the 31st of your performance and performance of the but	August on the basis of
Medical Insurance Premium <sup>4</sup>	1,737	20,854

<sup>\*</sup> The Variable Bonus will vary, primarily based on your performance and the performance of the business, during the Employer's fiscal year which is June through May. Your performance will be formally assessed as a part of the Employer Performance Review Cycle Process. At your level, the variable bonus opportunity could range from 0-10% of your Total Salary. The actual paid amount will vary depending upon the business and individual performance and in some circumstances, could exceed the payout range indicated. The performance of all the employees who have joined the Employer prior to March 1st will be assessed for the fiscal year ending in May. The disbursement of a Variable Bonus, if applicable, is subject to you being active on the rolls of the Employer on August 31st following the close of the fiscal year. For employees joining during the period March 1st to May 30th, a prorated Variable Bonus, if applicable, will be based on the first year-end review ratings in the subsequent year and paid on August 31st of that subsequent year. The Variable Bonus will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Bonus is at the sole discretion of Employer. Employer may amend or terminate the Variable Bonus at any time.

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

#### Annexure A

<sup>1</sup> All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

<sup>1a</sup> Communication Expenses

<sup>1b</sup> Fuel Expenses

**Employee in Level -**

**Associate Analyst** 

Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.

Petrol / Insurance / Repairs & Maintenance

Rs.3,000/- per month

Rs.7,500/- per month

<sup>&</sup>lt;sup>1b</sup> For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

	Own Vehicle –Maximum Tax exemption limit per month			
Nature of Expenses	4 Wheelers (Er	Two Wheelers		
	<= 1600 cc	> 1600 cc		
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900	
Driver's Salary	Rs. 900	Rs. 900	Not applicable	

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

<sup>&</sup>lt;sup>1a</sup> The internet/telephone/mobile bills should be in the Employee's name.

<sup>&</sup>lt;sup>2</sup> The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

<sup>&</sup>lt;sup>3</sup> Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

<sup>&</sup>lt;sup>4</sup> Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.



Date:

## **Conditional Hire Clause**

## Dear Rumeesa Reyaz,

As a campus hire, you are required to read and acknowledge to the following clauses as applicable in two scenarios prior to you joining Deloitte USI.

# Scenario 1: If your examinations are deferred BUT conducted later (owing to COVID-19 related ambiguity):

- You will need to provide regular transcripts and certificates to conduct background verification within six months post your examination.
- If your examinations are scheduled to a date later than your onboarding date with Deloitte, you will be allowed to take PTO accrued by you or go on a leave of absence.
- Any travel-related costs incurred to attend your examinations will be borne by you.
- All travel-related requests for the above will need to be planned and discussed with your manager. You will
  also need to follow office entry protocols as applicable (including disclosure of health and travel location).

# Scenario 2: If your examinations are cancelled:

- You will need to provide provisional clearance certificate/document as deemed by your university/educational institute.
- You will need to clear other elements of the background verification.

#### For Deloitte Consulting India Private Limited

OMKAR CHANDRAMOULI KONCHUR
Talent

**Authorized Signatory** 

k.c. Chlore

I acknowledge that I have read and understood the terms of this conditional hire clause and agree to comply throughout my employment/association. I acknowledge that failure to clear the background verification or non-compliance to provide relevant documentation will result in my offer being rescinded.

Rumeesa Reyay		
E9D4B9FCDFE64DF		
Signature	Name	Date



Rumeesa Reyaz Hyderabad

## Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte Consulting India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office at **Deloitte Tower 1**, **Survey No. 41**, **Gachibowli Village**, **Ranga Reddy District**, **Hyderabad** – **500 032** (the "Employer") as **Associate Analyst** - **Talent** and other valuable consideration, I acknowledge and agree that:

#### PRELIMINARY MATTERS

- 1. **Defined Terms.** The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.
- 2. Pre-existing Agreements or Arrangements. I warrant and agree that I have listed on Exhibit B all Pre-existing Agreements or Arrangements. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my Employment. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of Employment or my becoming, and serving as, Associate Analyst Talent of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that:
  (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

#### PROTECTION OF OUR BUSINESS

- 3. **Reporting of** *Proceedings***.** Except as provided by law and except as I have disclosed in writing in **Exhibit C** to this Employment Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.
- 4. **Confidentiality.** I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except

as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity*.

- 5. **Third Party Information and Property.** I agree that during my *Employment*, I shall not use or disclose any Confidential Information or Intellectual Property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.
- 6. **Authorization**. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.
- 7. **Competing Activities and Conflict of Interest.** During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors, clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.
- 8. **Authorization to Access** *Systems* and *Electronic Communications and use of Deloitte Property.* I understand that while employed with a *Deloitte Entity*, I will use and have access to the *Systems*. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my *Electronic Communications* and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. **Security**. I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

# 10. **Ownership of** *Works*.

- a. I agree that the Employer owns all rights, title and interest in and to all Works.
- b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.
- c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10(b) above. For purposes of clarification, the foregoing provision is in addition to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

- e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.
- 11. **Pre-existing Creations; Personal Creations.** My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B**, and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.
- 12. **Post-Employment Restriction re: Clients.** I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, for a period of one year following the termination of my *Employment* for any reason, I will not, directly or indirectly, solicit or provide services to any client or prospective client of a *Deloitte Entity* to which I provided (or participated in a proposal to provide) services during the two-year period prior to termination of my *Employment*.
- 13. **Exceptions to Post-***Employment* **Restriction re: Clients.** I understand that the obligations of Paragraph 12 will not apply for a period of three (3) years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.
- 14. **Future Employment with Clients.** Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective

Attest Clients under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an Attest Client. Further, I acknowledge and agree that because of, among other things, the importance of the Deloitte Entities remaining in compliance with applicable independence rules, such approval may be withheld by Independence in the event that my employment with an Attest Client would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a Deloitte Entity with respect to such Attest Client.

- 15. **Restriction re:** *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated, (b) participate in the hiring or admission of any *Personnel*, or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.
- 16. **Post-Employment Restrictions re:** *Deloitte Property*. Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d) I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a *Deloitte Entity* to remove such *Deloitte Property*.

#### OTHER POST-EMPLOYMENT OBLIGATIONS

- 17. **Transition of Work and Cooperation.** Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.
- 18. **Notification of Post-***Employment* **Obligations.** I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.
- 19. **Certification.** I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15 and 16 of this Employment Agreement.

#### OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

- 20. **Equitable Relief and Attorney's Fees.** I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 10, 11, 12, 14, 15, or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities*' reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15, to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.
- 21. **Liquidated Damages: Client Fees.** I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my *Employment* for any reason.
- 22. **Liquidated Damages: Compensation.** I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.
- 23. **Right of Inspection.** I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

#### **MISCELLANEOUS**

24. **Governing Law; Choice of Forum.** This Employment Agreement is deemed to have been executed in the Employer's office in [HYDERABAD: Hyderabad, Andhra Pradesh, India] [MUMBAI: Mumbai, Maharashtra, India] [BENGALURU: Bengaluru, Karnataka, India] [GURGAON: Gurgaon, Haryana, India] and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

- 25. **Modifications.** My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.
- 26. **Severability.** Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.
- 27. **Blue-Penciling.** If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefor another provision that is legal and enforceable and that achieves the same objective.
- 28. **Waiver.** None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.
- 29. **Entire Agreement.** This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.
- 30. **Transfer and Assignment.** Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 8, 10, 11, 12, 14, 15, 16, 17, 18, 19, and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.
- 31. **Headings.** The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand i	it, and agree to comply with its terms.
For Deloitte Consulting India Private	te Limited
k.c. Chuster	
OMKAR CHANDRAMOULI KONCHUR Talent	
Authorized Signatory	
Effective as of <b>August 24, 2020,</b> I a Employment Agreement.	accept all the terms and conditions of the Employer as stipulated in this
Signature	Name

# **EXHIBIT A**

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

**Attest Client** – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

**Authorized Signatory** – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information (*PII*) or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

**Deloitte Entity** – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

**Deloitte Property** – *Confidential Information, Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

**Deloitte US India** - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte US India: (i) **Deloitte Consulting India Private Limited** (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

**Electronic Communications** – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

**Employment** – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

**Form** - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

**Independence** – National Office (Independence) of Deloitte LLP.

**Intellectual Property** - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

**Intellectual Property Rights** – all rights, title and interest in Intellectual Property.

**PCAOB** – the United States Public Company Accounting Oversight Board.

**Personal Creations** – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a *Deloitte Entity*, and (3) it does not result from any work performed by me and the *Personnel* (during work hours) for a *Deloitte Entity*.

**Personnel** – partners, principals, members, officers and employees of a *Deloitte Entity*.

**PII** – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes *PII* when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name\*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

<sup>\*</sup> Note: When an individual's name is used with *PII* that is not business contact information, it is included in the definition of *PII*.

**Pre-existing Agreements or Arrangements** – agreements or arrangements that (1) relate to any *Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

**Pre-existing Creations** – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

**Proceedings** – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the *PCAOB*, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

**Systems** – the communications systems or any part of such systems that a *Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

**Works** - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my *Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

# EXHIBIT B

## Pre-existing Creations; Pre-existing Agreements or Arrangements

[none, unless otherwise specified]

ACCEPTED AND AGREED TO:
DELOITTE CONSULTING INDIA PRIVATE LIMITED

OMKAR CHANDRAMOULI KONCHUR Talent

Authorized Signatory

Date

An Authorized Signatory's signature is required only if Pre-existing Creations or Pre-existing Agreements or Arrangements are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an Authorized Signatory indicates his or her judgment made in light of Paragraph 2 that Pre-existing Creations, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's Pre-existing Creations and the Intellectual Property of a Deloitte Entity can be avoided or minimized in the future and further indicates that the Pre-existing Agreements or Arrangements have been obtained and reviewed and that the Authorized Signatory is satisfied that such Pre-existing Agreements or Arrangements will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

# EXHIBIT C

<u>Proceedings</u>		
[none, unless otherwise specified]		
My signature below certifies that to to Paragraph 3, is complete and accu	the best of my knowledge, the informate.	mation I have provided above, pursuant
Signature	Name	 Date

# EXHIBIT D

## **Exceptions to Post-***Employment* **Restrictions: re: Clients**

[none, unles	s otherwise	specified
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As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Name of Client

Specified Kind of Services(s) Permitted

**Deloitte Consulting India Private Limited** 

OMKAR CHANDRAMOULI KONCHUR Talent

I have read and understood the above policy terms.

Signature Name Date

An *Authorized Signatory*'s signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

#### **Terms and Conditions of Service**

In continuation to our offer of employment with **Deloitte Consulting India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

# **Terms of Service**

# 1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to <a href="https://www.deloittenet.com">www.deloittenet.com</a> and <a href="https://www.deloittenet.com">Independence</a> for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

# 2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

#### 3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte US India") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

# 4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

## 5. RETIREMENT AGE

The age of retirement for employees of Deloitte US India is 60 years.\* Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

#### 6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a *Deloitte Entity* or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

# 7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is <u>60 Days</u> by either side and/or salary in lieu of notice period on part of the Employer only.

<sup>\*</sup> This provision is not applicable for U.S. citizens (and citizens of any other country where enforcing Deloitte US India's mandatory retirement age would be prohibited by the laws of that country) for whom there is no mandatory retirement age.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

#### 8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.
- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218\_OutsideEmploymentActivities\_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.

- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and *Deloitte US India's* other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. <a href="https://deloittenet.deloitte.com/Pages/Home.aspx">https://deloittenet.deloitte.com/Pages/Home.aspx</a> for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of <b>August 24, 2020</b> , I ac and Conditions of Service.	cept all the terms an	d conditions of the E	Employer as stipulate	ed in these Terms
and Conditions of Service.				
Signature	Name		_	

# Deloitte.

### Dear Rumeesa Reyaz,

On behalf of **Deloitte Consulting India Private Limited**, please accept our congratulations on your recent offer of employment to join the Company as **Associate Analyst - Talent** pursuant to the terms and conditions of your offer letter dated **August 24, 2020**. You made a very favorable impression with everyone you met and we are excited about the possibility of you joining the Company. As you may be aware, as a condition of employment with the Company, you may be required to travel Overseas to attend a series of training sessions for a period of up to 90 days. This training will be a combination of classroom procedural training as well as on-site training to observe employees conducting similar work at various client locations. This training represents the confidence we have in your ability to be a valuable member of the practice of the Company. As per Company policy, we kindly bring to your attention that all employees attending training overseas are required to sign a Training Agreement which will obligate the employee to repay a calculated amount of the costs associated with the training, only if the employee resigns his/her position or are terminated for cause within a specified period after completion of the training (usually between 6 to 18 months). This repayment obligation disappears after the specified period of time has lapsed.

We all look forward to seeing you again soon and having you join our team of outstanding professionals.

Sincerely,

**Human Resources Department** 

Lita Nama			ANNEXURE II - SAL	ARY & ALLOWANCES			
Candidate Name		Boggula Pa	llavi				
nesignation		Trainee Pr	ocess Consultant		Location		
Grade		PC2			Location	Monthly	Hyderabad
Components			W.	e.f - DOJ		Monthly	Annual
				IXED		4 *	100
Basic						4,3	52,5
House Rent Allowan	ce					4.8	21,0
Shift Allowance						10,9	57,8
"A" Sub-total - Gros	s Pay	E POPULATION OF THE PARTY OF	e Marine de la California		1000	10,9	52 1,31,4
			"B" RETIRAL	BENEFITS		2	65
Advance against Statu	tory Bonu	ıs	D RETHOL				4,3
Provident Fund - Em	plover's C	Contribution				1,10	13,4
Provident Fund - Employer's Contribution  Gratuity				21	4,5		
	mula	2				36	1,4
ESIC Contribution - Employer's Contribution "B"Sub-total- Retiral benefits				2,04	8 24,5		
Total Salary Cost (A +	Denefits	3				13,00	0 1,56,0
Total Salary Cost (A+	B)		Charles Lines Lines	T DAY			
Performance I			"C" VARIAB	LE PAY		1,00	0 12,0
"C" Sub- and I are	s (@ 100%	6 of given achievemen	t targets)			1,000	12,0
c sub-total - variab	6					14,000	1,68,0
Total Cost to Company	y(A+B+	C)	4				
			"D" INSURANCE / OTI	HER BENEFITS	Maleria Co.	14,000	1,68,00
Total Cost to Company	: (A + B +	+ C + D)	district Chickens	COLUMN BURNEYS AND THE			Value / PA
Benefit / Scheme			Descri				Rs. 12,000 p.a**
Performance incentives	Will be	a naid ayanı month on achi	ieving process defined tar	gets goals as defined in tab	le below		Ks. 12,000 p.a
-	Will be	e paid every mondi on acm	leving process dermination	s botween	home to office a	nd back	Rs. 24,000 p.a**
Subsidized Transport Service	Anind	licative transport cost in	curred by the employer	for commuting between	Home to ome		Кз. 24,000 р.а
				Rs. 6,02,000*			
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:			Ks. 6,02,000			
Group Personal	Scheme	e during an employees te	rm, to his Nominee/Fain	ny.		Rs. 6,00,000**	
Group Personal Accident You are covered under group personal accident insurance policy of the company for a sum of-							
Crown Town Life Live Town Life Lawrence policy of the company for a sum of		Rs. 1,00,000**					
•	Selfand	vour denendent family n	nembers as declared wi	l be covered under the E	mployees State		As applicable*p.n
SI Scheme	Incuran	co (ESI) Act					
ratuity	lia nauah	la an assestion of omploy	ment after a minimum o	of five years continuous	employment as p	er the	As applicable*
raturty	norms o	fthe Gratuity Act or in t	he event of demise or pe	rmanent disability of an	employee.		
dvance against	Drouidos	d @ 9 220% of your Pacie	nay (PA) subject to the c	lause: The advance again	st statutory bor	us will	As applicable*
ovisional minimum	be calcula	ated on maximum Basic I	Pay subject to a ceiling of	fminimum wages of the l	Land		ns applicable
atutory bonus							
ovident Fund	You will b	oe covered under Employ	vees Provident Fund (EP	F) Scheme under PF Act.		1.	As applicable*p.m
							••••
come Tax	Appropri	ate Income tax would be	deducted in the payroll	every month.		1	As applicable*p.m
ofessional Tax	If any as p	er the applicable rules in	your state.			A	s applicable*p.m
THE RESERVE THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TRANSPORT OF THE PERSON NAMED IN COLUMN TWO IS NAMED IN CO		>80-<85%	>85-<95%	>95-<100%	>100-<11	0%	>110%
ocess Target achievement							
		50%	70%	100%	110%		125%
cess Target achievement Eligibility (%) Eligible amount (Rs. p.a.)		50% 6,000	70% 8,400	100%	110%		125%

\* Statutory Schemes are subject to change as per the Law from time to time.

Aatreyi Sengupta Senior Manager - Human Resources Hinduja Global Solutions Limited

atta

licab

Boggula Pallavi

Date:

i As per ESIC, family means all or any of the following relatives of an insured person namely:- a spouse, a minor legitimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person and who is (a) receiving education, till he or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason or any physical or mental abnormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and department parents

<sup>\* \*</sup> These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.

Jan 21, 2020

Boggula Pallavi

# Letter of Appointment

Dear Boggula Pallavi,

- **1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure–II.
- **2.0 Date of Appointment:** Your effective date of Appointment will be on or before **May 28, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- **3.0 Initial Posting & Reporting**: Your initial posting in the normal course will be **Hyderabad** and you will report to the respective Business and/or Functional Head.
- **4.0 Documentation:** You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age:
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Oualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;

4 4 8 (eight) passport sized photographs;

- 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
- 4.6 Photocopy of Passport, if available.
- 4.7 Photocopy of your Aadhaar Card with number
- 4.8 PF No. / UAN (Universal Account Number) of previous employment.
- 4.9 ESIC Number of previous employment.
- 4.10 Any other documents as may be required by the Company.
- **5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

Aatreyi Sengupta Senior Manager - Human Resources Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and

accept the terms & conditions contained herein

Signature:

Name:

P. Pallavi

Date:

31/01/2620

Encl: Annexure - I & II



Location: Hyderabad

Dear N. Satvika Divya

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that the property of the commencing from inform that you have been provisionally selected for the position of Revenue Cycle Officer commencing from 13-Jul-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be INR 3,50,000/- (subject to deduction of tax and other statutory payments as a statutory stipulated payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of Six Months from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Boat of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization. An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II. Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used. Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best Thanking you,

™ Inventurus Knowledge Solutions Pvt. Ltd.

Uday Kiran Senior Vice President HR

I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

N-S Wary

Date





Vaishnavi Kulkarni <vaishnavivnk@gmail.com>

# Letter of Intent - Vaishnavi Kulkarni - Ref. No.: 9630052

2 messages

careers@wipro.com <careers@wipro.com>
To: vaishnavivnk@gmail.com
Cc: manager.campus@wipro.com

Sun, Feb 2, 2020 at 5.48 PM

# Campus - Letter Of Intent

February 02, 2020

Dear Vaishnavi Kulkarni,

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

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

712 15,712/-(\*)

Period	Scholarship	ESI G	Tel Scrolashor (1948 pm		
First Year	15000				
Seco	and Year		17000	810	17,810/-
Thir	d Year		19000	910	19,910/-
Four	th Year		23000	0	23,000/-

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited
Sunil Kalachar
General Manager - Talent Acquisition

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Mon. Feb 3, 2020 at 7 36 PM

navi Kulkarni <vaishnavivnk@gmail.com> avithacs.stanns@gmail.com

--- Forwarded message -

From: <careers@wipro.com>

Date: Sun 2 Feb. 2020, 5:48 PM Subject: Letter of Intent - Vaishnavi Kulkarni - Ref. No.: 9630052

To: <vaishnavrvnk@gmail.com> Cc: <manager.campus@wipro.com>

February 02, 2020

Dear Vaishnavi Kulkarni,

Based on our discussions with you, we would like to inform you of our intent to offer you the role of Trainee - Computer Applications which will be in Career Band WASE/WIMS of the organization.

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

.712/-
(*)

Period	Scholarship ESI Com-			
rst Year	15000			
Seco	and Year	17000	810	17,810/- (*)
Thir	rd Year	19000	910	19,910/-
Four	rth Year	23000	0	23,000/-

Kindly note this letter of intent, if accepted, shall be followed by a letter of appointment from us. Please confirm your interest to receive the offer of appointment by accepting the contents of this communication within 15 calendar days.

Your communication of interest is a precondition to the issuance of the offer of appointment.

Please login to your Candidate Desktop to Accept or Decline the offer.

Yours sincerely,

For Wipro Limited Sunil Kalachar General Manager - Talent Acquisition

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email



# **Letter of Authorization**

I hereby authorize Wipro Limited and its representative to verify information provided in my resume and application of employment, and to conduct enquiries as may be necessary, at the company's discretion.

I authorize all persons who may have information relevant to this enquiry to disclose it to Wipro Limited or its representative. I release all persons from liability on account of such disclosure.

Signed: Dulkai

Name in Capitals: VAISHNAVI NITIN KULKARNI

Date(DD-MM-YYYY): 13/02/2020

Jan 21, 2020

Mam ha Kumari

# Letter of Appointment

Dear Mamtha Kumari,

- 1.0 Appointment: We are pleased to offer you an Appointment in our company as "Trainee Process Consultant" The details of your entitlements and your salary are as per Annexure-II.
- 2.0 Date of Appointment: Your effective date of Appointment will be on or before Jun 22, 2020. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 Initial Posting & Reporting: Your initial posting in the normal course will be Hyderabad and you will report to the respective Business and/or Functional Head.
- 4.0 Documentation: You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age:
  - Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional 4.2 Qualification attainments;
  - Appointment & Relieving letter of your previous employer, as applicable; 4.3
  - 8 (eight) passport sized photographs; 4.4
  - Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - Photocopy of Passport, if available. 4.6
  - Photocopy of your Aadhaar Card with number 4.7
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - Any other documents as may be required by the Company.
- 5.0 Terms and Conditions of Employment: All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

Aatreyi Sengupta Senior Manager - Human Resources Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and

accept the terms & conditions contained herein Signature:

Name:

Mantha Kuman

Date:

6/1/20.

Encl: Annexure - I & II

Tabelidate Name	Comment and African	Mamiha Kumari	ORE H SALARY & A	LLOWANCES		
Designation		Traince Process C			CONTRACT OF STREET	
ti nic		PCZ	ensultant	volum control processory transaction and		
Components		Location Hyd				terabad
A CONTRACTOR OF THE PARTY OF TH	THE RESIDENCE OF THE PARTY OF	THE RESERVE OF THE PARTY OF THE	w e.f. D0		Monthly	Annual
Rasti	STORY SHOULD SHARE	THE RESERVE THE PERSON NAMED IN	"A" FIXED			
House Root Allowance					5,910	70.9
Alian Alian are p						28.3
Mail Allowance						60.0
A Sub-total Gross Pay 1502						18,0
A Sub-total Gross-Pay 14,776						1,77,31
			"B" RETURAL DENE	III	130770	37.776
Advance against Statistory	tiones				493	5.9
Provident Fund Employer's Contribution						17.84
Controlly						
USE Contribution Employer's Contribution						3,40
"D'Sub total Reitralbenefits					2.763	5,97
Total Salary Cost (A + II)						33,15
17,539						2,10,46
Performance incentives (e	100 ala	Non-Li	"C" VARIABLE PA	V		
Performance in entires (co 100% of given achievement largets)  2.00  2.00  2.00  2.00  2.00  2.00  2.00  2.00  2.00  2.00  2.00						24,00
Total Control Company (A+B+C)						24,00
19.539						2,34,46
Intal Continue Commence	1.0.0	"D" I	NSURANCE / OTHER	HENEITTS		
Total Cust to Company : (	A+B+C+	D)			19,539	2,34,46
Benefit, Scheme Performance	Description					Value / PA
Incentives	Will be paid every month on achieving process defined targets goals as defined in table below					Rs. 24,000 p.a**
Subsidized Transport						ка. 24,000 р.а
Service	An indicative transport cost incurred by the employer for commuting between home to office and back which is a facility to avail and not to be encashed if not availed.					Rs. 24,000 p.a**
Group Insurance in Lieu						1.0.0 1,000 1,00
of EDLI (Under PF Act)						
Group Personal						Rs. 6,02,000*
Accident You are covered under group personal accident insurance policy of the company for a sum of						Rs. 6,00,000**
croup Term Life You are covered under Group Term Life Insurance policy of the company for a sum of						Rs. 1,00,000**
EM Scheme Self and your dependent family members as declared will be covered under the Employees State						res. 1,00,000**
usi sememe	Insurance	(ESI) Act.				As applicable*p.n
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.					As applicable*
Advance against					and the second second second second second second	
provisional minimum statutory bonus	Provided @ $0.33\%$ of your Basic pay (PA) subject to the clause. The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land					As applicable*
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.					As applicable*p.n
Income Tax	Appropriate Income tax would be deducted in the payroll every month.					
Professional Tax If any as per the applicable rules in your state.						As applicable*p.n
Process Target achievemen		>80-<85%	>85-<95%	5951000 T	100	As applicable*p.n
PLEIghbury (%)		50%	70%	>95-<100%	>100-<110%	>110%
P1 Eligible amount (Rs. p.a.)		12,000	16,800	100% 24,000	110%	125%
"L'Eligible amount (Rs. p.m.)		1,000	1,400		26,400	30,000
Statutory Schools are subject to chause as ner		1,	1,400	2,000	2,200	2,500

\* Statistics y Schemes are subject to change as per the Law from time to time.
\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.

Aatreyi Sengupta Senior Manager - Human Resources Hinduja Global Solutions Limited

1 Janka Mamtha Kumari

Date: 6[2/26

LAs per ESEC, family means all or any of the following relatives of an incurred person namely is a spouse, a misor legitimate or adopted child dependent upon the incurred person, a child who is wholly dependent on the earnings of the manned person and who is (a) receiving education, till be or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason or any physical or mental absormality or injury and is whally dependent on the earnings of the insured person so long as the infirmity continues and department parents

B. SC (mscs)



Date:

Location: Hyderabad

Dear K. Padmavathi

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of Revenue Cycle Officer commencing from 13-Jul-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be INR 3,50,000/- (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of Six Months from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization. An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used. Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you a!! the best Thanking you,

F

Inventurus Knowledge Solutions Pvt. Ltd.

Uday Kiran Senior Vice President HR

I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date



09/01/2020

Dear Parents,

"It is not what you do for your children but what you have taught them to do for themselves that will make them successful human beings"

-Ann Landers

It is said, and I can safely bet that your child has been taught well! You have steered your ward's intelligence and enthusiasm in the right direction leading to a place where Success is just the beginning.

I promise you that your child will experience an atmosphere developed with result oriented work ethic, world class client service coupled with integrity and relentless pursuit of excellence.

At IKS Health, we believe in providing each employee with excellent opportunities to work with world class clients in a world class environment.

Assuredly, you can now sit back, relax and see your child grow towards success. As we embrace your ward as a part of "The IKS family" this coming year, I hope it brings you immense joy and prosperity.

I'm proud to have \_\_\_\_\_\_ K. Padm wath: \_\_\_\_\_ , as a part of this family and you too ought to be because, "The best words of wisdom that a parent can say to their child are I am proud of you".

Regards,

Uday Kiran

Senior Vice President - Human Resources

B. com



Date:

Location: Hyderabad

Door Gulli Bhavani

Sub: Letter Of Intent (LOI)

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Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used. Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you a!! the best Thanking you,

re Inventurus Knowledge Solutions Pvt. Ltd.

Uday Kiran Senior Vice President HR

Illay things

I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

1Bhavan

9 Jan 2020

Date 9 Jan 2020

Inventurus Knowledge Solutions Private Limited. Unit 3, M/s. NSL SEZ (Hyderabad) Private Limited, Block 1, 11th Floor, Plot No. 6, survey No. 1, IDA Uppal, Hyderabad - 500 039, India | Board: +91 40 6616 1100 | Fax; +91 40 6616 1199 | info@ikshealth.in | www.jkshealth.com



09/01/2020

Dear Parents,

"It is not what you do for your children but what you have taught them to do for themselves that will make them successful human beings"

-Ann Landers

It is said, and I can safely bet that your child has been taught well! You have steered your ward's intelligence and enthusiasm in the right direction leading to a place where Success is just the beginning.

I promise you that your child will experience an atmosphere developed with result oriented work ethic, world class client service coupled with integrity and relentless pursuit of excellence.

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I'm proud to have \_\_\_\_\_\_\_, as a part of this family and you too ought to be because, "The best words of wisdom that a parent can say to their child are I am proud of you".

Regards,

Uday Kiran

Senior Vice President – Human Resources

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive examps

# TEMPORARY APPOINTMENT ORDER

Name of the Applicant

: Keshanagari Kavitha : K. Solnivas Reddy

S/o D/o W/o

Qualification

: Degree

Department / Designation

: Mathematics

Date of Birth

: 05 - 02 - 2000

Age

With reference to your Application dated on 12/20/2012 a 5.50 And Congress and the subsequent interview held at Sri Chaitanya School, RTC X ROADS Branch, Hyderabad, on 27/Feb/2020 The Management is pleased to offer you the post of Academic Instructor for subject of Mathematics at MEHDIPATNAM Branch on a consolidated pay of Rs 11000 with (accommodation given or not) CTC Per month words <u>ELEVEN THOUSAND RUPEES ONLY</u> for a period of one year on probation.

Note: The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

You are advised to report to the workshop

# **CERTIFICATE OF ACCEPTANCE**

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on:

Place: Hydrabad

Date: 27 -02-2020 Signature of the applicant



VCC India Private Limited

NSL Arena IT - SEZ, 3rd Floor, Wing 8,
Survey No.1, Plot No.6,
Ramanthapur Road, IDA Uppal,
Hyderabad - 500 039

CIN: U74999TG2016FTC111124

### Dear K Deepthi,

With reference to your application and subsequent assessments you had with us during the on campus recruitment drive, we are pleased to inform you that you have been selected for the position of **Technical Support Representative** at VCC India Private Limited.

Please treat this as a letter of intent (LOI) valid for a period of 90 days from the date of issue of this letter upon which, the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the company is issued to you before the expiry of the aforesaid 90-day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of VCC India. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event that you take up employment with another organisation (other than the Company) before the issue of the Offer Letter.

You are required to carry Originals and copies of the following documents on 31<sup>st</sup> March, 2020 between 6pm to 8pm:

- Educational Certificates (Class 10 to highest level of education)
- Previous employment details including appointment letter, experience and/or relieving letter including any internships (If any)
- Last 3 payslips from the previous employer where applicable
- Aadhar card
- Current Address Proof
- PAN card
- 8 Passport Size photographs

You are hereby notified that you are not employed in the absence of a signed offer letter. This LOI relates only to your potential employment with the company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate VCC India in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from contract or otherwise in favour of a prior employer or third party, which would impose restrictions on your ability to accept employment with and carry out your company related functions and duties upon employment, if and once the offer letter is issued.

In case of any queries, please write to: iHR@vmedia.ca

Tentative Date of Joining: 1st June 2020

Reporting Time: 6.30 PM IST

CTC: 3 LPA

Girish Kumar Gopa

Director

Jeythis limanta

### **Goswamy Akanksha**

### **Letter of Appointment**

Dear Goswamy Akanksha,

- **1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure–II.
- **2.0 Date of Appointment:** Your effective date of Appointment will be on or before **May 28, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- **3.0 Initial Posting & Reporting**: Your initial posting in the normal course will be **Hyderabad** and you will report to the respective Business and/or Functional Head.
- **4.0 Documentation:** You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- **5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance. Yours sincerely,

Aatreyi Sengupta		
Senior Manager - Human Resources		
Hinduja Global Solutions Limited	I have read the Appointment Letter and I fully understand	and
	accept the terms & conditions contained herein	
	Signature:	
	Name:	
	Date:	

Encl: Annexure - I & II

- 1.1 Remuneration Details: The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.
- You will also be entitled to contributory provident fund and gratuity as per the rules 1.1.1 and regulations of the company, subject to statutory provisions.
- 1.1.2 Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.
- 1.1.3 Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.
- 1.1.4 You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its
- 1.1.5 Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.
- 2.0 The other terms and conditions of your appointment are as follows:
- 2.1 **Training:** You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period of training.
- 2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the company reserves its rights to terminate your services in the event that your performance is found
- 2.1.2 You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the HGS employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.
- 2.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.
  - **Proviso:** Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- Please note that in the event of your not joining the Company on or before the date 2.1.4 mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked
- 2.2 Work Week: The standard work week is Monday to Friday / Saturday. You will be given day off(s) in a week as per the policy of the company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work.
- 2.3 Regular Appointment: On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be 2 month, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with 2 month's notice or 2 month's basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with 2 month's notice or payment of 2 month's basic salary in lieu of notice, at the discretion of the company.
  - **Provision:** Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- 2.4 Confidentiality: You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

- Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.
- Software & Legal Compliance: The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.
- Statutory Compliance: You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc
- 2.8 Company Property: You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.
- 2.9 Job Assignment: You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.
- 2.10 Transfer: 2.10.1
  - The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to such transfer and as per the company's policies.
- 2.10.2 Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
- 2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -
- 2.10.3.1 that you shall follow and be governed by the rules and regulations applicable. 2.10.3.2 That you shall honour and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
- That you shall indemnify and hold harmless, the company, from all liabilities 2.10.3.3 arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
- 2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure
- 3.0 Other terms and conditions:
- Working Hours The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
- **Double Employment Prohibited:**
- 3.2 3.2.1 You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.

- 3.2.2 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing, in each case.
- 3.3 Contact Details: You will keep us informed of any change in your residential address, civil or marital status and other such matters.
- 3.4 **Statutory Deductions:** Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year.
- 3.5 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 3.6 Verification
- 3.6.1 **Verification:** Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.
- 3.7 Declarations & Representations: You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external Interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.
- 3.8 **Annulment of Employment:** Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:
- 3.8.1 if during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or
- 3.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;
- 3.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise:
- 3.9 **Termination for Breach:** In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.
- 4.0 Savings: Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner: -
- 4.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.
- 4.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.
- **Validity of Appointment Letter:** This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.
- 6.0 Governing Law & Jurisdiction: The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen.
- 7.0 Non-Solicitation: You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees,(b) attempt to induce such other

- employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company
- 8.0 Non-Compete: The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and
- 8.1 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;
  - For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner investor or otherwise.
- 8.3 The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company

8.4

9.0

10.0

11.0

12.0

- The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.
- 8.5 The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.
  - **Representation.** The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.
    - Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
    - Waiver of Breach. Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.
    - **Survival.** All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment.
- 13.0 Relocation: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the HGS Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards shipment of household goods and / or car as per the retention clause in the policy.
- **14.0 Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act
- **15.0 Acceptance:** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.

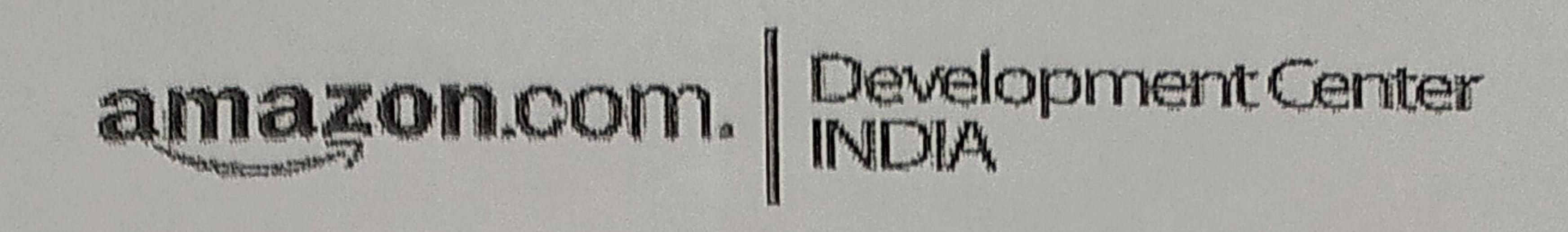
Can di data N			JRE II - SALARY & A	LLUWANCES		
Candidate Name		Goswamy Akanksh				
Designation		Trainee Process Co	onsultant		** 1	
Grade		PC2	f. D0	Location		erabad
Components			w.e.f - DO		Monthly	Annual
D :			"A" FIXED		4.200	F2.50
Basic	4,380					52,560 21,024
House Rent Allowance 1,752 Shift Allowance 4,820					57,840	
"A" Sub-total - Gross Pay	-				4,820 <b>10,952</b>	1,31,42
A Sub-total - Gloss Pay			"B" RETIRAL BENEI	TTC	10,932	1,31,42
Advance against Statutory	Ronus		D RETIRAL DENE	113	365	4,38
Provident Fund – <i>Employ</i> e		ution			1,104	13,24
Gratuity	er s contrib	ution			211	2,53
ESIC Contribution – <i>Emple</i>	ou ow's Comb	ibution			368	
"B"Sub-total- Retiral be		ามนนเงก			2,048	4,41 <b>24,57</b> (
Total Salary Cost (A + B)	1101103				13,000	1,56,000
Total Salary Cost (A + D)			"C" VARIABLE PA	v	13,000	1,30,00
Performance Incentives (@	0 100% of ai	ven achievement tara		1	1,000	12,00
"C" Sub-total - Variable	, 100700) g.	7011 4101110 7 0 1110 110 1111 9			1,000	12,00
Total Cost to Company (	A + B + C )				14,000	1,68,00
Total dobt to dompany (	1.2.0)	"D" I	NSURANCE / OTHER	BENEFITS	21,000	2,00,00
Total Cost to Company : (	A + B + C +		,		14,000	1,68,00
Benefit / Scheme	<u>Description</u>					Value / PA
Performance incentives	Will be paid	Will be paid every month on achieving process defined targets goals as defined in table below				Rs. 12,000 p.a**
Subsidized Transport	An indicati	An indicative transport cost incurred by the employer for commuting between home to office and back				
Service	which is a facility to avail and not to be encashed if not availed.				Rs. 24,000 p.a**	
Group Insurance in Lieu of EDLI (Under PF Act)					Rs. 6,02,000*	
Group Personal Accident		You are covered under group personal accident insurance policy of the company for a sum of-				Rs. 6,00,000**
Group Term Life		You are covered under Group Term Life Insurance policy of the company for a sum of -				Rs. 1,00,000**
ESI Scheme	Self and yo Insurance	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.				As applicable*p.n
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.				As applicable*	
Advance against provisional minimum statutory bonus  Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land				As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.				As applicable*p.n	
Income Tax	Appropriate Income tax would be deducted in the payroll every month.				As applicable*p.n	
Professional Tax		er the applicable rules in	-			As applicable*p.n
Process Target achievemen	ıt	>80-<85%	>85-<95%	>95-<100%	>100-<110%	>110%
PI Eligibility (%)		50%	70%	100%	110%	125%
PI Eligible amount (Rs. p.a.)		6,000	8,400	12,000	13,200	15,000
PI Eligible amount (Rs. p.m.)	I Eligible amount (Rs. p.m.) 500 700 1,000 1,100				1,100	1,250

Aatreyi Sengupta Goswamy Akanksha **Senior Manager - Human Resources** Date: Hinduja Global Solutions Limited

i As per ESIC, family means all or any of the following relatives of an insured person namely:- a spouse, a minor legitimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person and who is (a) receiving education, till he or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason or any physical or mental abnormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and department parents

<sup>\*</sup> Statutory Schemes are subject to change as per the Law from time to time.

\*\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.



Candidate Name:	Jayyaba.	Paherva	ldin	
CONGRATULATIONS ON	YOUR SELECTION I	FOR THE ROLE OF _	Internationa	Vaico-NA
Offered Compensation:				

## PRE HIRE ORIENTATION:

This is the next major step before we onboard you. Please stay active on your **EMAIL** so that you don't miss an invitation for Pre-hire Orientation. Below are few highlights of the event:

It is mandatory to attend the complete session and the duration will be for 4-5 hours.

Address: GAR Laxmi Infobahn SEZ, Sy. No 107/P, ORR Service Road, Kokapet Village, Rajendra Nagar Mandal, Ranga Reddy District, Kokapet Hyderabad.

# Below mentioned will be the agenda of the day:

- Training and Operation session
- HR session
- Documentation

Please bring the following MANDATORY documents along with you. Carry only HARD COPY of the documents. Soft copies of any documents will not be entertained.

## All candidates must carry clear Xerox copy:

- Highest education qualification document Intermediate (if waiting for results OR have backlogs OR have not received the Consolidated Marksheet & Provisional certificate from the University)
- If completed Graduation BOTH Consolidated Marksheet & Provisional certificate
- Photo ID Proof Aadhaar & PAN Card (Both Mandatory)

NOTE: Failing to bring any of the above mandatory documents, your candidature will be put on hold. Candidates will need to have Aadhaar Card, PAN card and bank account to be on-boarded into Amazon.

Kindly report at the venue on time and anyone reporting late will not be allowed for the Pre-Hire Orientation. Please refer to Transport boundary behind this sheet.

Contact Details: You can contact us between 11AM-8PM Monday to Friday.

Email: cshyd-onboarding@amazon.com Contact Number: HR Fazil- 7989953482



Date:

Location: Hyderabad

Dear M. Vasawithi

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of Revenue Cycle Officer commencing from 13-Jul-2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be INR 3,50,000/- (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of Six Months from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization. An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used. Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best Thanking you,

For Inventurus Knowledge Solutions Pvt. Ltd.

Uday Kiran Senior Vice President HR

Man American

I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date 9-1-2020

### Kovuri Priyanka Yadav

### **Letter of Appointment**

### Dear Kovuri Priyanka Yadav,

- **1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure–II.
- **2.0 Date of Appointment:** Your effective date of Appointment will be on or before **May 28, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- **3.0 Initial Posting & Reporting**: Your initial posting in the normal course will be **Hyderabad** and you will report to the respective Business and/or Functional Head.
- **4.0 Documentation:** You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- **5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

Aatreyi Sengupta Senior Manager - Human Resources	
Hinduja Global Solutions Limited	I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein Signature:  Name:  Date:

Encl: Annexure - I & II

- 1.1 Remuneration Details: The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.
- You will also be entitled to contributory provident fund and gratuity as per the rules 1.1.1 and regulations of the company, subject to statutory provisions.
- 1.1.2 Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.
- 1.1.3 Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.
- 1.1.4 You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its
- 1.1.5 Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.
- 2.0 The other terms and conditions of your appointment are as follows:
- 2.1 **Training:** You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period of training.
- 2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the company reserves its rights to terminate your services in the event that your performance is found
- 2.1.2 You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the HGS employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.
- 2.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.
  - **Proviso:** Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- Please note that in the event of your not joining the Company on or before the date 2.1.4 mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked
- 2.2 Work Week: The standard work week is Monday to Friday / Saturday. You will be given day off(s) in a week as per the policy of the company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work.
- 2.3 Regular Appointment: On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be 2 month, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with 2 month's notice or 2 month's basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with 2 month's notice or payment of 2 month's basic salary in lieu of notice, at the discretion of the company.
  - **Provision:** Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- 2.4 Confidentiality: You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

- Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.
- Software & Legal Compliance: The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.
- Statutory Compliance: You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc
- 2.8 Company Property: You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.
- 2.9 Job Assignment: You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.
- 2.10 Transfer: 2.10.1
  - The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to such transfer and as per the company's policies.
- 2.10.2 Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
- 2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -
- 2.10.3.1 that you shall follow and be governed by the rules and regulations applicable. 2.10.3.2 That you shall honour and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
- That you shall indemnify and hold harmless, the company, from all liabilities 2.10.3.3 arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
- 2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure
- 3.0 Other terms and conditions:
- Working Hours The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
- **Double Employment Prohibited:**
- 3.2 3.2.1 You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.

- 3.2.2 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing, in each case.
- 3.3 Contact Details: You will keep us informed of any change in your residential address, civil or marital status and other such matters.
- 3.4 **Statutory Deductions:** Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year.
- 3.5 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 3.6 Verification
- 3.6.1 **Verification:** Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.
- 3.7 Declarations & Representations: You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external Interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.
- 3.8 **Annulment of Employment:** Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:
- 3.8.1 if during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or
- 3.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;
- 3.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise:
- 3.9 **Termination for Breach:** In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.
- 4.0 Savings: Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner: -
- 4.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.
- 4.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.
- **Validity of Appointment Letter:** This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.
- 6.0 Governing Law & Jurisdiction: The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen.
- 7.0 Non-Solicitation: You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees,(b) attempt to induce such other

- employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company
- 8.0 Non-Compete: The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and
- 8.1 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;
  - For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner investor or otherwise.
- 8.3 The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company

8.4

9.0

10.0

11.0

12.0

- The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.
- 8.5 The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.
  - **Representation.** The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.
    - Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
    - Waiver of Breach. Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.
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- **14.0 Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act
- **15.0 Acceptance:** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.

			JRE II - SALARY & AL	LOWANCES		
Candidate Name		Kovuri Priyanka Ya				
Designation		Trainee Process Co	nsultant			
Grade		PC2		Location		erabad
Components			w.e.f - DOJ		Monthly	Annual
			"A" FIXED		1	
Basic					4,380	52,560
House Rent Allowance					1,752	21,024
Shift Allowance					4,820	57,840
"A" Sub-total – Gross Pay	7		IIDII DEMID AL DENDO	TIPO	10,952	1,31,424
Advance against Chatutanu	Danus		"B" RETIRAL BENEF	115	265	4 200
Advance against Statutory					365	4,380
Provident Fund - Employ	er s contrib	ution			1,104	13,248
Gratuity					211	2,532
ESIC Contribution - Emplo		ribution			368	4,416
"B"Sub-total- Retiral be	nefits				2,048	24,576
Total Salary Cost (A + B)			# <i>a</i> #************		13,000	1,56,000
D ( 1 1: (6	2.4000/ - C		"C" VARIABLE PAY	<u> </u>	1 000	12.000
Performance Incentives (@	v 100% of gi	ven achievement targe	ets)		1,000	12,000
"C" Sub-total - Variable	4 . D . C)				1,000	12,000
Total Cost to Company (	A+B+C)	ייםיי	NSURANCE / OTHER E	DEMERITO	14,000	1,68,000
Total Cost to Company:	AIDICI		NSUKANCE / UTHER I	DENETIIS	14,000	1,68,000
Benefit / Scheme	Description 14,000					Value / PA
Performance					·	
incentives	Will be paid	Will be paid every month on achieving process defined targets goals as defined in table below				Rs. 12,000 p.a**
Subsidized Transport	An indicati	ve transport cost incurr	ed by the employer for c	ommuting between home	to office and back	Rs. 24,000 p.a**
Service	which is a facility to avail and not to be encashed if not availed.				KS. 24,000 p.a	
Group Insurance in Lieu of EDLI (Under PF Act)  An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:				Rs. 6,02,000*		
Group Personal Accident You are covered under group personal accident insurance policy of the company for a sum of -				Rs. 6,00,000**		
Group Term Life		You are covered under Group Term Life Insurance policy of the company for a sum of-				Rs. 1,00,000**
ESI Scheme	Insurance	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.				As applicable*p.m
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.				As applicable*	
Advance against provisional minimum statutory bonus  Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land				As applicable*		
Provident Fund	dent Fund You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.				As applicable*p.m	
Income Tax	Appropriate Income tax would be deducted in the payroll every month.					As applicable*p.m
Professional Tax		er the applicable rules in				As applicable*p.m
Process Target achievemen	ıt	>80-<85%	>85-<95%	>95-<100%	>100-<110%	>110%
PI Eligibility (%)		50%	70%	100%	110%	125%
PI Eligible amount (Rs. p.a.)		6,000	8,400	12,000	13,200	15,000
PI Eligible amount (Rs. p.m.)		500	700	1,000	1,100	1,250

Aatreyi Sengupta Kovuri Priyanka Yadav **Senior Manager - Human Resources** Date: Hinduja Global Solutions Limited

i As per ESIC, family means all or any of the following relatives of an insured person namely:- a spouse, a minor legitimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person and who is (a) receiving education, till he or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason or any physical or mental abnormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and department parents

<sup>\*</sup> Statutory Schemes are subject to change as per the Law from time to time.

\*\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.



Date: 14-Dec-2020

Name: Ksheersagar Preethi

Address: Hyderabad.

Dear Ksheersagar Preethi,

### **Sub: Apprentice Supplemental Letter**

This Apprentice Supplemental Letter ("Letter") is to be read in conjunction with the Apprentice Contract Registration Form signed by you on 14-Dec-2020 with regard to your enrolment as Apprentice in Genpact India Private Limited (hereinafter the "Company").

This letter sets out the terms and conditions of the apprenticeship training with the Company. It is supplemental to the contract referred herein above, under Section 4 of the Apprentices Act, 1961 (hereinafter referred to as the "Act") and the Apprenticeship Rules, 1991 (hereinafter referred to as the ("Rules"); as amended from time to time) ("Apprentices Contract"). While enrolled with the Company as apprentice:

- You will abide by the policies including but not limited to Integrity@Genpact India Pvt. Ltd.,
  code of conduct, rules and regulations of the Company in all matters of conduct and discipline;
  The policies, as they presently stand and as may be modified or framed from time to time,
  shall form an integral part of this engagement
- You have received and read the Company's Information Security Policy and agree to comply with the terms and procedures mentioned therein.
- You acknowledge following the procedures laid down by the Company for raising concerns on policy violations.
- You will not be permitted to undertake any other full time or part time apprentice engagement or engage in any external activities of a commercial nature without prior written approval:
- Absence for a continuous period of eight (8) days without prior approval of your supervisor (including overstay of leave/training), would be treated as abandonment of apprenticeship training. The Company reserves the right to terminate the Apprentices Contract as per the laid down rules and procedures.
- If in the event, you want to discontinue the apprenticeship training which you are enrolled for, you are required to give one (1) month's prior notice to the Company in a written form in addition to complying with the Rules for termination of the Apprentices Contract.



- Except in the ordinary course of your training you shall not divulge to any third party/unauthorised person any information regarding the affairs or business matters of the Company (including its clients) or information of its clients, associated companies and not to divulge or disclose at any time Confidential Information<sup>1</sup> received as an apprentice during or after your enrolment. All information that comes to your knowledge by reasons of your enrolment with the Company as apprentice is deemed to be confidential and any breach thereof, shall be deemed to be a violation of Company policies and shall be dealt accordingly.
- You accept and agree not to disclose and hereby assign to the Company for its exclusive ownership, on a royalty-free, worldwide, perpetual basis all my rights, title and interest including Intellectual Property Rights² arising in any work developed or conceived by me solely or jointly with others, in any medium or format now known or later developed during the period and in the course of my enrolment as apprentice (1) that are along the lines of the businesses, work or investigations of the Company or its affiliates or its customers, to which my engagement relates or as to which I may receive or have access to information due to my engagement, or (2) that result from, are correlated to or are suggested by any training undertaken or any job done during the course of the training which I may do for the Company or its customers, or (3) that are otherwise made through the use of Company time, facilities, tools, processes, information or materials.
- You hereby agree to execute all necessary papers and otherwise provide proper assistance (at the Company's expense) during and subsequent to your enrolment, to enable the Company to obtain for itself or its affiliates and nominees, patents, copyrights, trade- marks, domain names or other legal protection or recognition for such Intellectual Property in any and all countries. You agree to waive all moral rights to which you may be entitled under the law or any relevant jurisdiction for the Intellectual Property.

**Genpact India Private Limited** 

DLF City, Phase V, Sector 53, Gurgaon - 122002, Haryana, India. T +91 124 283 2000; F +91 124 402 2674 CIN: U73100DL2005PTC307363

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

<sup>&</sup>lt;sup>1</sup> The Company generally considers "secret" and "confidential" information or data relating to the business, products, affairs and finances of the Company which is non-public, confidential, sensitive, is disclosed under circumstances that one would reasonably expect it to be confidential and/or proprietary in nature, regardless of whether such information or data is in (i) oral, written, machine readable, recorded, or maintained on other forms of electronic media or (ii) marked as such or (iii) owned, maintained and controlled by the Company or by any client, customer or third party towards whom the Company has an obligation of confidentiality. It includes information which amounts to a trade secret (including but not limited to processes, policies, methods, technical data and know-how), Intellectual Property etc. relating to the business of the Company or any of its clients, customers, suppliers or any group or affiliate companies.

<sup>&</sup>lt;sup>2</sup> "Intellectual Property Rights" means all right, title and interest to intellectual and industrial property rights recognized in any jurisdiction including any inventions, technical or business innovations, business methods or processes, (whether or not patentable), copyrights, neighbouring rights, mask work rights, moral rights, trademarks, trade names, service marks, domain names, industrial designs, trade secrets including any processes, techniques, technology, algorithms, software, know-how, methodology, toolkit, tools, module, manual, documentation, data or database and including any enhancement, improvement, modification, adaptation or derivative work thereof, whether registered or unregistered (including applications for, and registrations, extensions, renewals, and re-issuances of, the foregoing).



- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
- You confirm that you have disclosed fully all of your business interests to the Company, filled
  and submitted the Company's standard disclosure form, whether or not they are similar to or
  in conflict with the business(es) or activities of the Company, and all circumstances in respect
  of which there is, or there might be perceived, a conflict of interest between the Company
  and you or any immediate relatives.
- You undertake to refrain from any other activities which would present a conflict of interest
  with your training for and on behalf of the Company. You should make a full disclosure of any
  outside engagement/employment or business activities to your supervisor before
  commencing any such activity.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.
- You agree and hereby provide your consent to process including collecting, recording, storing, utilizing, sharing or transferring any Personal Identifiable Information (defined as information associated with your name or personal identity including your date of birth, address/e-mail address, telephone number, unique government issued number, passport details, driving license number) and any Sensitive Personal Data or Information (namely, password, financial information such as bank account, physical, physiological and mental health condition, sexual orientation, medical records and history, biometric information) which may be in the possession of the Company or obtained in future. Such information shall be processed by the Company strictly on a need to know basis and retained till required for business purposes including statutory requirements pertaining to compensation and benefits, and can be transferred, on a business need to Company's subsidiary / affiliated companies, business partners, consultants and its customers (where specifically requested) with obligations to maintain similar level of protection. You will have full rights to access and review your data, update it and the right to withdraw this consent, if necessary.
- Your records and information will be kept secure and handled strictly in accordance with the Company's Data Classification Guidelines and Data Privacy Policy.



- The working hours, leave and holidays applicable to you will be as per the policies of the Company (and particular training) which would be intimated to you from time to time.
- You acknowledge that in the event of any misconduct or violation of the applicable policies, the Company can in its sole discretion, suspend the Apprentices Contract and your enrolment for the period the matter is referred to the authorities under the Act and the Rules.
- You shall not represent the Company before any other party and shall not bind the Company
  in any manner during your enrolment with the Company as apprentice. Pursuant to expiration
  or earlier termination of the Apprentices Contract, you agree not to represent yourself as
  having any connection with the Company, save as a former apprentice for the purpose of
  communicating with prospective employers or complying with any applicable statutory
  requirements.
- Upon expiration or earlier termination of the Apprentices Contract, for any reason whatsoever, or if so requested by the Company earlier, you will immediately return any and all property of the Company (including Confidential Information, as defined herein) which may be in your possession, custody or control.

Name: Anamita Basu
Designation: Assistant Vice President.

Acknowledged and agreed,

Ksheersagar Preethi.
Name:

Address: Hyderabad.

FOR Genpact India Private Limited

### **Genpact India Private Limited**

DLF City, Phase V, Sector 53, Gurgaon - 122002, Haryana, India. T +91 124 283 2000; F +91 124 402 2674 CIN: U73100DL2005PTC307363

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



Date: **Dec 14<sup>th</sup>, 2020**Dear Ksheersagar Preethi,

### **Sub: Letter of Intent**

Congratulations! You have been selected for the Apprenticeship training with Genpact India Pvt. Ltd. The process of joining as Apprentice involves registration on the Govt. portal, followed by release of Contract letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with Genpact will start. During this period, representative from Genpact hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your engagement with Genpact as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and some of the non-statutory benefits, details of which will be communicated separately at the time of joining, which are offered to employees at Genpact.

### Monthly Stipend: 16,400/-

We thank you for showing interest in the position of Apprentice at Genpact and look forward to an early joining.

For Genpact India Pvt. Ltd.

Name: Rajiv Khatri

Designation: Assistant Vice President.

**Candidate Signature** 



Date:

Location: Hyderabad

Dear M. Monika Sai

Sub: Letter Of Intent (LOI)

On joining, your annual remuneration will be **INR 3,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization. An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used. Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best Thanking you,

For Inventurus Knowledge Solutions Pvt. Ltd.

Uday Kiran Senior Vice President HR

May thing

I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

M. Monika Soj

Date

Inventurus Knowledge Solutions Private Limited. Unit 3, M/s. NSL SEZ (Hyderabad) Private Limited, Block 1, 11th Floor, Plot No. 6, survey No. 1, IDA Uppal, Hyderabad - 500 039, India | Board: +91 40 6616 1100 | Fax: +91 40 6616 1199 | info@ikshealth.in | www.ikshealth.com



## **Letter of Authorization**

I hereby authorize Wipro Limited and its representative to verify information provided in my resume and application of employment, and to conduct enquiries as may be necessary, at the company's discretion.

I authorize all persons who may have information relevant to this enquiry to disclose it to Wipro Limited or its representative. I release all persons from liability on account of such disclosure.

Signed:

Name in Capitals:

Date(DD-MM-YYYY):



S&P Capital IQ (India) Pvt. Ltd.

Survey No. 83/1, Floor No. 19, 20, 21, Sky View 10, Knowledge City, Raidurgam Village, Serlingampally Mand al, Hyderabad, Telangana-500081 Tel: +91-40-44668866, Fax: +91-40-23112133 CIN: U72200TG1994PTC018719 www.spglobal.com

## OFFER LETTER Private & Confidential

12th March 2020 Ms Mary Mahitha Saripalli

H.No: 2-89/2/2, 3rd Floor, Sundhar Nagar Suraramcolony, Jeedimetla

Quthbullapur, Hyderabad - 500055

We are pleased to offer you an employment opportunity as Data Researcher I at S&P Capital IQ (India) Pvt. Ltd ("Company"), Hyderabad.

Job Grade: 7A

Segment: S&P Global Market Intelligence

Date of Joining: 11th May 2020

Your total earnings (Cost to company) is Rs. 409,680.00 (For details refer to Annexure-M and Addendum).

The terms and conditions of this offer are enclosed herewith in Annexure – I.

You are requested to kindly acknowledge your acceptance of the offer letter (including the Annexures) by signing below and sharing a signed copy (original) of the letter within 5 days of receipt.

In the event of any delay in your acceptance of this offer, the Company shall have the sole discretion to withdraw or extend this offer.

You are required to report to Human Resources team on date of joining at 10:00 AM for fulfillment of your joining formalities.

We're glad to have you on board and wish you a long, productive and satisfying career with us!

Thanking you, Yours faithfully,

**Authorized Signatory** 

For S&P Capital IQ (India) Pvt. Ltd

Acknowledgement/ Acceptance

I am very pleased to accept the position as **Data Researcher I** at S&P Capital IQ (Mdia) Pvt. Ltd. Thank you for the opportunity. I will abide by the joining instructions and terms of the offer. I look forward to making a positive contribution to the organization.

Ms Mary Mahitha Saripalli

### ANNEXURE - I

### **TERMS OF EMPLOYMENT**

### 1. Employment period:

Your appointment is effective from 11th May 2020. The employment shall continue until the retirement age of 60 (Sixty) years or until the termination of employment by either party, whichever is earlier.

### 2. Work location:

Your initial posting will be at Hyderabad. Your duties may be varied from time to time and your services are liable to be transferred either temporarily or permanently, to any one of our subsidiary/associated companies in India or abroad, at the entire discretion of the Company. In the event of a transfer, you will be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing.

### 3. Working Hours:

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during shift assigned to you by your manager which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday. The normal working hours will be 45 hours per week but this may be varied from time to time, depending upon the exigencies of work.

### 4. Notice period:

Either party may terminate this agreement, without assigning any reasons, by giving One Month notice in writing or payment of base salary in lieu of such notice period or any shortfall in such notice period at the discretion of your Manager / Company.

### Medical Fitness:

The employer may, at its sole discretion and costs, require you to undergo medical examination by a doctor of its choice, at the time of commencement of employment. In such case, the employment shall be subject to your being found medically fit by the examining doctor. Further, even though you may be declared medically fit by the doctor appointed by us at the commencement of employment, you shall, at any time in future be expected to undergo medical examination as may be required by us to ascertain the state of your health and medical fitness to carry out your responsibilities. If you are declared medically unfit on such medical examination, the Company shall be entitled to terminate your employment with effect from the date the Doctor appointed by us declares you medically unfit. In the event you refuse to subject yourself to such medical examination as required by us or fail thrice consecutively to physically present yourself before the Doctor for medical examination, the same shall be considered as misconduct and appropriate disciplinary action shall be taken by the Company against you (including termination).

### 6. Confidentiality of compensation:

Compensation details (yours as well as of other employees of the company) is confidential information, you shall not disclose/discuss your compensation details with any other employee. If it comes to the notice of the management, it may result in Disciplinary Action, up to and including Termination.

### 7. Behavior:

The Company believes that there should be no discrimination against any employee. Verbal, physical or sexual harassment shall not be tolerated. You shall be obligated to follow and comply with the terms of the Company's policies on employee behavior and conduct (as amended from time to time) at all point in time during your employment with the Company.

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### 8. No simultaneous employment:

While in the employment of the Company you will not, under any circumstances, be permitted to undertake any assignment or work for any other employer (company, firm, organization or persons) either whole-time or part-time, nor in any way be associated with any company, firm, organization or persons as Advisor, Director, Partner, whether paid or not for your services, without the prior written permission of the Company. In case this condition is contravened the same shall be considered as misconduct and you shall be liable to disciplinary action (including termination).

### 9. Leaves:

The leave accounting year is the calendar year January to December. There are 8 Categories of leaves as per the leave policy of the Company as applicable from time to time (Annual Leave, Sick Leave, Casual Leave, Paternity Leave, Maternity Leave, Adoption leave, Bereavement Leave and Leave without Pay).

### **Maternity Leave:**

Maternity leave entitlement for eligible female employees is 26 weeks for the first two instances of child birth.

Female employees with two or more children are entitled to 12 weeks of maternity leave.

### Maternity Leave for commissioning mothers:

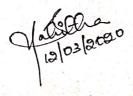
Commissioning mothers are entitled to 12 weeks of maternity leave from the date the child is handed over to the commissioning mother.

### Maternity leave for adoption:

Female employees who wish to adopt a child below 3 months of age are entitled to 12 weeks of maternity leave from the date of adoption.

### 10. Non - Disclosure:

You shall not during the terms of your employment with the Company or at any time thereafter, disclose to any person or use any Confidential Information, or permit any person to examine and / or make copies of any documents which contain or are derived from Confidential Information, whether prepared by you or otherwise coming into your possession or control without the prior written permission of the Company, except as required in the performance of your duties as an employee of the Company, in which case such disclosure will comply with all policies and procedures established by the Company from time to time regarding the disclosure of Confidential Information by employees. Secrecy as to the affairs of the Company: You shall not during the term of your employment with the Company or at any time thereafter, use or disclose to any other company, firm, institution or person any of the Secrets, business or affairs of the Company, or its clients without the prior consent of the Company. You shall not publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration or otherwise, relating to the affairs of the Company, its clients or your work in the Company at any time. Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software materials, documents or any other property of the Company out of the work premises. Nor shall you in any way at any time disclose, divulge or make public any information or matter concerning the Company's or its client's business affairs, property, transactions under consideration (including the identities of other companies that are or may be parties to such transactions), methods of operation or other data processes, analytical methods, accounts, transactions, dealings, trade secrets of the Company or its clients whether the same may be confined in you or become known to you in the course of your employment with us or otherwise. "Confidential Information" is any information generated or obtained by the Employee during employment, which relates to the current or potential business of the Company, including but not limited



### 11. Trade Secrets:

Technology, methods of development, and manufacture; proprietary business information such as financial condition, bidding practices, costs, distributors, customer names and mailing lists, the identity of prospective customers, market studies; pricing studies, information and analysis, current and prospective business projections; business plans and strategies financial statements and information; special processes, procedures and services of the Company, processes, formulas, innovations, inventions, discoveries, improvements, research or development and test results, specifications, data, and knowhow; marketing plans, business plans, strategies, forecasts, unpublished financial information, budgets, projections, product plans and pricing; and business policies and practices; Information received from others, that Company is obligated to treat as confidential or proprietary; personnel information, including organizational structure, salary, qualifications of employees, employee compensation plans, employee performance evaluations, employee telephone directories and employee benefits; customer and supplier information, including identities, product sales and purchase history or forecasts and agreements; and the Company's operating policies and procedures.

### 12. Intellectual Property:

You acknowledge and confirm that ownership of, and all right, title, and interest in, all work product, improvements, developments, discoveries, proprietary information, trademarks, trade names, logos, art work, slogans, know-how, processes, methods, trade secrets, source code, application development, designs, drawings, plans, business plans or models, blue prints (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials thereof), inventions (whether patentable or not, and whether or not patent protection has been applied for or granted) hardware designs and configurations; software designs and programs; and discoveries, developments and writings and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages developed or created from time to time by or for the Company by you (the "Intellectual Properties") shall vest in the Company. You expressly agree that all Intellectual Properties created by you shall be under a contract of service and shall vest only with the Company.

### 13. Handing over charge of Company's property on termination of employment:

You shall be bound at the termination of this employment, however terminated, to return to the Company all properties of the Company in your possession, including but not limited to all documents, papers or other material in your possession, or under your control which may contain or be derived from Confidential Information, together with all documents, notes or other work product which is connected with or derived from your services to the Company whether or not such material is at the date hereof in your possession. You shall have no proprietary interest in any work product developed or used by you and arising out of your employment by the Company. You shall, from time to time as may be requested by the Company, do all things which may be necessary to establish or document the Company's ownership of any such work product, including, but not limited to execution of appropriate copyright applications or assignments. In the event of your failure to return to the Company any of its property/asset you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides claiming liquidated damages for withholding Company property/assets in an unauthorized and illegal manner.

### 14. Employer's Clients and Employees

If Employee's employment with Employer terminates for any reason, Employee shall not, for a period of one year from the date of termination, have any business dealings whatsoever, either directly or indirectly or through corporate entities or associates with any customer or client of Employer or its subsidiaries or any person or firm which has contacted or been contacted by Employer as a potential customer or client of Employer; and Employee shall keep in strictest confidence, both during Employee's employment and subsequent to termination of employment, and shall not during the period of employment or thereafter

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disclose or divulge to any person, firm or corporation, or use directly or indirectly, for Employee's own benefit or the benefit of others, any information which in good faith and good conscience ought to be treated as confidential information including, without limitation, information relating to the software developed by Employer, information as to sources of, and arrangements for, hardware supplied to customers or clients of Employer, submission and proposal procedures of Employer, customer or contact lists or any other Confidential Information. In addition, Employee shall not, for a period of one year from the date of termination, hire, interfere with, solicit, or endeavor to entice away from S&P Global any person who was, to your knowledge, at the date of the termination of your employment, an employee of S&P Global and with whom, during the 24 months preceding the date of such termination, you had contact as a result of your employment with S&P Global.

15. The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. You shall not be entitled to benefits other than what has been expressly stated in this letter.

### 16. Background verification

Background verification (Address, Criminal, and Education, Employment, Reference checks or any other check as required by the organization from time to time) are conducted for all employees. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

### 17. Disclaimer:

Your appointment shall be deemed to have been made on the basis of the representations made or facts disclosed by in the application for recruitment or the forms filled at the time of appointment. In case any fact or representation, at any time, is found to be wrong or is concealed, the appointment shall stand invalidated and shall be deemed to have been cancelled automatically without notice or compensation in lieu thereof.

The Company's practices, policies, benefits, and procedures are under review on an ongoing basis and may be modified, altered, or eliminated at any time with or without notice to employees, at the Company's sole discretion.

### 18. Governing law and Jurisdiction

This document shall be governed by the laws of India and any disputes arising out of or related to this document shall be subject to the courts at Hyderabad.

Valo3/2020

ANNEXURE- II Compensation Details					
Name : Ms Mary Mahitha Saripalli					
Designation : Data Researcher I					
Segment : S&P Global Market Intelligence					
	Monthly	Annual			
A. Earnings	(Rs.)	(Rs.)			
(i) Basic Salary	13,230.00	158,760.00			
45% of Base Salary					
(ii) Basket of Allowances	16,170.00	194,040.00			
(HRA, Leave Travel Allowance, Child Education Allowance, Academic Development, Meal Coupon, Gift Coupon, Telephone Reimbursement, Internet Reimbursement, Fuel & Maintenance, Driver Salary)		7			
BASE SALARY	29,400.00	352,800.00			
B. Retirement Benefits					
(i) Employer's Contribution to Provident Fund	1,800.00	21,600.00			
12% of Basic Salary (plus other allowances, where applicable	_,	,			
as per applicable law)					
C. Additional Earnings					
(i) Variable Pay Target		35,280.00			
10% Semi-Annual					
TOTAL EARNINGS (A+B+C)	31,200.00	409,680.00			
For S&P Capital IQ (India) Pvt. Ltd					
S. San Sapridi Na Lau		·			
المسلامين					
Authorized Signatory					

Malo3/2020

### **ADDENDUM**

- 1. Company would be providing Provident Fund for all its employees at 12% of basic salary (plus other allowances, where applicable) in accordance with applicable law. All employees will need to make an equal contribution to the Provident Fund. Any additional voluntary provident fund contribution will be at the discretion of the employee.
- 2. You will be eligible for Company's Gratuity contribution as per the payment of Gratuity Act.
- 3. You and your family will be covered under a Group medical insurance cover and you will have a personal Accident cover and life insurance cover as per the policy applicable.
  - You and your family will be covered under a Group medical insurance cover (INR 300,000).
  - You will have a personal accident cover of 36 times of monthly Base Salary as per the policy.
  - You will have a term insurance cover of 36 times of monthly Base Salary as per the policy.
- 4. "You will be eligible to participate in 2020 S&P Global Market Intelligence Semi-Annual Plan with a target incentive opportunity of 10% of your base salary. Actual payment under the Plan, if any, will be based on the degree of achievement of the established company and/or business unit objective(s) and your individual performance and contribution. Your payment for the performance year will be pro-rated based on the number of months you have been employed with the company. Awards may be less than the communicated target and subject to your manager's assessment of your performance. Please note that target opportunities and eligibility are not commitments to pay any award as all payments under the plan are discretionary. To receive a payment, you must be an employee in good standing and be employed by S&P Global, or any of its business units, on the Plan payout date."
- 5. If your date of joining is prior to October 1, you will be eligible to participate in the Annual year end cycle for merit increment for the current year. Effective dates may change depending on the annual pay cycle.
- 6. Company follows a bi-annual performance bonus cycle; January-June and July-December. The cut-off date for the January-June cycle is 31st March and the cut-off date for July-December cycle is 30th September. You will qualify to participate in the performance bonus cycle if your date of joining is prior to the cut-off dates.
- 7. All tax liabilities arising out of the compensation shall be borne by the employee.
- 8. Company provides employees with tax exemptions to help them avail their compensation in the most tax efficient manner. These can be availed as per the tax regulations.

12/03/2020.



Date:

Location: Hyderabad

Dear Jakkula Bhavami

Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of Revenue Cycle Officer commencing from 13-14-2020 or a mutually agreed date after the final results are declared whichever is later.

On Joining, your annual remuneration will be INR 3,50,000/- (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of **Six Months** from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization. An offer letter will be issued to you 15 days prior to your date of Joining.

An appointment letter will be issued to you on the first day you report to work.

At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II.

Kindly sign and return the duplicate copy of this letter as a token of your acceptance.

Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used. Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best Thanking you,

far Inventurus Knowledge Solutions Pvt. Ltd.

Uday Kiran Senior Vice President HR

May Jumo

I have read & understood all the terms mentioned above and accept the same.

**Candidate Signature** 

Date

Inventurus Knowledge Solutions Private Limited. Unit 3, M/s. NSL SEZ (Hyderabad) Private Limited, Block 1, 11th Floor, Plot No. 6, survey No. 1, IDA Uppal, Hyderabad - 500 039, India | Board: +91 40 6616 1100 | Fax: +91 40 6616 1199 | Info@ikshealth.in | www.kshealth.com

Registered Address: Panduronga Timbio Industries, Akash Bhavan, 2nd Floor, Opp. Canara Bank, Panjim, Goa - 403 001, India CIN: U72200GA2006PTC004816



Date:

Location: Hyderabad

Dear Pendyala Srue Priya Sub: Letter Of Intent (LOI)

With reference to your application, the subsequent interview and discussions you had with us, we are pleased to inform that you have been provisionally selected for the position of Revenue Cycle Officer commencing from 13-Jul - 2020 or a mutually agreed date after the final results are declared whichever is later.

On joining, your annual remuneration will be INR 3,50,000/- (subject to deduction of tax and other statutory payments as may be applicable) which will include Basic Salary, all allowances, perquisites, statutory stipulated benefits, and all retirement benefits as per Company's rules in force from time to time.

Please note you will be on probation for a period of Six Months from the date of commencement of service, which may be extended at the sole discretion of the company. You would not be eligible for any increment, IJP or VIP during the probation period.

During the first 3 months of your probation, your services are terminable by giving 7 (Seven) days notice in writing by either side. Post completion of 3 months, contract of employment between you and the company may be terminated by either party by giving 30 days notice in writing. In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice. However, post completion of probation period, contract of employment between you and the Company may be terminated by either party as per company policy.

You will be entitled to a Variable Incentive Pay. Variable Incentive Pay (VIP) quantum will be as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual VIP payable shall depend on the employee's performance during that year as well as the Organization's/Process's performance as assessed by the Senior Leadership team. The disbursement of the VIP is subject to the employee being on the active rolls of the Organization on the day of the VIP disbursement and should not be serving the notice period.

You may be required to work in the night shift or any other shift timing deemed fit by the organization. An offer letter will be issued to you 15 days prior to your date of Joining. An appointment letter will be issued to you on the first day you report to work. At the time of joining Inventurus Knowledge Solutions you are required to submit to the HR Department, the attested photo copies of your documents as mentioned in Annexure II. Kindly sign and return the duplicate copy of this letter as a token of your acceptance. Your Employment will be subject to you passing the toll gates (tests) during the training session.

Please note that this LOI is valid subject to you clearing your graduation with a minimum of sixty (60%) in the aggregate. This letter cannot be used to solicit other offers and will be null and void if so used. Please note that this Letter of Intent should not be construed as an Offer Letter.

We wish you all the best Thanking you,

"Inventurus Knowledge Solutions Pvt. Ltd.

Uday Kiran Senior Vice President HR

I have read & understood all the terms mentioned above and accept the same.

Candidate Signature

Date

### Punnaramji Mamatha

### **Letter of Appointment**

### Dear Punnaramji Mamatha,

- **1.0 Appointment:** We are pleased to offer you an **Appointment** in our company as "**Trainee Process Consultant**" The details of your entitlements and your salary are as per Annexure–II.
- **2.0 Date of Appointment:** Your effective date of Appointment will be on or before **May 28, 2020**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- **3.0 Initial Posting & Reporting**: Your initial posting in the normal course will be **Hyderabad** and you will report to the respective Business and/or Functional Head.
- **4.0 Documentation:** You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- **5.0 Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance. Yours sincerely,

Aatreyi Sengupta		
Senior Manager - Human Resources		
Hinduja Global Solutions Limited	I have read t	he Appointment Letter and I fully understand and
	accept the te	rms & conditions contained herein
	Signature:	
	Name:	
	Date:	
F1 A 1 O II		

Encl: Annexure – I & II

- 1.1 Remuneration Details: The details of your entitlements and your salary are as per Annexure - II. Besides salary, you will be entitled to other benefits and privileges as per company's policy, which the company may from time to time introduce.
- You will also be entitled to contributory provident fund and gratuity as per the rules 1.1.1 and regulations of the company, subject to statutory provisions.
- 1.1.2 Deductions as applicable under law, namely tax deduction at source, fringe benefit tax etc, shall be made on the salary month on month.
- 1.1.3 Employees are required to submit their tax planning and investment plans for a given financial year to the company at the notified time and shall when called for submit proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves its right to make the deductions in the available time frame in the on-going year.
- 1.1.4 You will be governed at all times by the policies, procedures and guidelines of the company related to salary, allowances, benefits and perquisites which are specified in this letter of appointment. Further, the Management may modify or change such allowances, benefits and perquisites from time to time, in accordance with its
- 1.1.5 Also, you are required to keep your salary information confidential at all times and not to disclose to anybody in the company or to outside agency.
- 2.0 The other terms and conditions of your appointment are as follows:

2.1

- **Training:** You will be initially, on training for a period of twelve months from the date of your appointment. Please note that the following special terms and conditions of service are applicable to you, only during the period of training.
- 2.1.1 Your continuation in the service of the company is subject to your satisfactory performance during the period of training and that the company reserves its rights to terminate your services in the event that your performance is found
- 2.1.2 You shall be entitled for a cumulative annual / earned leaves of 30 days, as per the HGS employee leave policy. However during the first 6 months of service, you are not encouraged to avail leave even though the earned / annual leave shall accrue to your account as per the Employee leave policy from time to time.
- 2.1.3 You will deemed to be confirmed on completion of 12 months of satisfactory completion of your training unless otherwise communicated to you by the company in writing. During the period of training your services may be terminated at the discretion of the management, with or without assigning any reason, with a week's notice or one week's basic salary in lieu of notice. During this period, you may also resign your appointment with one month's notice or payment of one month's basic salary in lieu of notice, at the discretion of the company.
  - **Proviso:** Provided, however, that the above requirement may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- Please note that in the event of your not joining the Company on or before the date 2.1.4 mentioned in this letter of appointment, this letter of appointment shall automatically stand revoked
- 2.2 Work Week: The standard work week is Monday to Friday / Saturday. You will be given day off(s) in a week as per the policy of the company. However, the actual day off(s) may vary from week to week in view of the nature of business of the company and the exigencies of work.
- 2.3 Regular Appointment: On satisfactory completion of your probation you will be considered for regular employment in the Company. On being confirmed, the notice period for termination of service on either side will be 2 month, however your continuation in the service of the company is still subject to your satisfactory performance during the period of employment. Your services may be terminated at the discretion of the management, with or without assigning any reason, with 2 month's notice or 2 month's basic salary in lieu of notice. Similarly, during this period you may also resign your appointment with 2 month's notice or payment of 2 month's basic salary in lieu of notice, at the discretion of the company.
  - **Provision:** Provided, however, that the above requirement for notice may be altered / modified in such manner as may be necessary for the company to discharge it's existing and forthcoming obligations.
- 2.4 Confidentiality: You shall not, as per the terms of the non-disclosure agreement (NDA) signed by you and the terms herein, during employment or after cessation of employment, divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters pertaining to the company, which you may become aware of by virtue of your employment in the company. You shall maintain confidentiality at all times during the currency of this letter of appointment and otherwise all information in accordance with the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

- Intellectual Property: The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment shall automatically vest with the company. In this connection wherever required, the company may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery or other creative effort. The company may require you to sign invention assignment and such other agreements as may be necessary for the company to obtain patents and/or register its intellectual property rights. You will not, in any event be entitled to any compensation apart from as aforesaid for such acts. Notwithstanding anything contained herein and any rewards/compensation/performance bonus or other acknowledgment of whichever kind, shall be deemed to confer on you, any rights towards that invention, discovery, process improvement, or other intellectual property right in system or method.
- Software & Legal Compliance: The Company shall be the sole owner of any software developed by you during your employment with the Organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the software. You shall not claim any income nor benefit from any such development at any point of time. You shall also sign a document to this effect if required by the company. Any duplication of licensed software is not allowed except for backup or archival purpose. You shall ensure that the Company complies with all statutory and/ or legal requirements with regard to the area of your responsibility.
- Statutory Compliance: You shall strictly adhere to the applicable laws and regulations in India and other country (ies) including without limitation work permits, immigration requirements, etc
- 2.8 Company Property: You shall take reasonable care in maintaining and protecting the assets, properties, facilities, software and hardware, if and when provided by the company, for your use. On demand, you shall take steps to return such assets, properties etc., back to the company in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time, as may be required by the Company. Failing this, the company shall be entitled to recover such costs/ compensation as it may deem fit, keeping in view the cost of such assets, properties etc.
- 2.9 Job Assignment: You may during the course of your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit with reference to your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment shall be deemed serious misconduct and grounds for immediate termination of employment. You will also not be entitled to any additional compensation for carrying out any such assignments/job.
- 2.10 Transfer: 2.10.1
  - The company may in its business interest transfer you to any of its offices in India or overseas or to any subsidiary or associate company, whether now existing or still to be formed, on such terms and conditions as are applicable to such transfer and as per the company's policies.
- 2.10.2 Although the company will endeavour to ensure that such transfers do not cause any disruption to your status, however the company does not guarantee the continuation of any facility or perquisite in new situation.
- 2.10.3 In the event that you are deputed to perform work on / at client sites, you hereby agree and undertake as follows: -
- 2.10.3.1 that you shall follow and be governed by the rules and regulations applicable. 2.10.3.2 That you shall honour and abide by the requirements under the work permits / approvals / consents and all related rules pertaining to your deputation, including amongst others requirements under the applicable VISA / Travel Program.
- That you shall indemnify and hold harmless, the company, from all liabilities 2.10.3.3 arising out of any act / omission attributable to your negligence or otherwise, whether arising in the course of employment or otherwise.
- 2.10.4 In all such cases of transfer you shall be governed by the company's transfer policy and procedure
- 3.0 Other terms and conditions:
- Working Hours The business hours of the office are 9:30 A.M till 6:30 P.M and the company is operational on a 24/7/365 basis. You are expected to report to work promptly at the scheduled time each day as per shift that you are assigned to as required. This is for ensuring smooth conduct of work as per the company's policy.
- **Double Employment Prohibited:**
- 3.2 3.2.1 You will devote full time and attention to the work of the company and will not, during the tenure of your service, take any employment / assignment, direct/indirect business or work, honorary or remuneratory except with the prior permission of the management, in writing, in each case.

- 3.2.2 You will not seek membership of any local/public body without obtaining prior permission of the management, in writing, in each case.
- 3.3 Contact Details: You will keep us informed of any change in your residential address, civil or marital status and other such matters.
- 3.4 **Statutory Deductions:** Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year.
- 3.5 Company Regulations: You will be governed by the policies and the procedures, in force, from time to time. You will also observe general decorum and discipline and shall be subject to the same policies and procedures as applicable to the regular employees of the company.
- 3.6 Verification
- 3.6.1 **Verification:** Your appointment is subject to satisfactory verification of your character, antecedents and testimonials. This appointment is based on the details provided by you to the company.
- 3.7 Declarations & Representations: You are required to furnish, on your behalf and if married, on behalf of your spouse, full details of any external directorships held and any personal business interests including but not limited to partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company of those external Interests, including but not limited to involvement in political and non-political associations. You also represent and warrant that the investment and tax returns and proof of the same shall be genuine and that in the event that any of the same is found to be falsified or in any manner incorrect or unacceptable, that you agree to abide by any action that the Company may, in its discretion, initiate and as allowed under law and you shall indemnify and hold the Company harmless from such act/omission attributable to you.
- 3.8 **Annulment of Employment:** Please note that this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and if you have already commenced employment with the Company and your employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you, in the following event/s:
- 3.8.1 if during the pre-employment or the post-employment background checks, the checking agency gives a negative report; or
- 3.8.2 in the event of unsatisfactory result of any of the Section 3.7 events;
- 3.8.3 in the event you are charged and/or arrested on allegations of having committed any offence, criminal, economic or otherwise:
- 3.9 **Termination for Breach:** In the event of a breach of any of the terms of the appointment letter and more specifically in terms of breach of any confidentiality obligations, the Company shall initiate disciplinary and such other action against you as it may deem fit and allowed under law, including but not limited to suspension and / or immediate termination from employment.
- 4.0 Savings: Notwithstanding anything contained herein, the company hereby reserves it's right in the following manner: -
- 4.1 to proceed against you in such forum as it may deem fit in the event that you commit any material breach of this letter of appointment.
- 4.2 To waive off the requirements stated in the para 2.3 and 2.1.4, more specifically as provided in the proviso's therein.
- **Validity of Appointment Letter:** This contract is valid, subject to (a) satisfactory verification as enumerated in para 3.6 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.
- 6.0 Governing Law & Jurisdiction: The terms and conditions of this letter of appointment/ employment contract shall be governed by the laws of India and disputes arising herein shall be subject to the jurisdiction of the courts at Bangalore or at your place of posting as on the date the cause of action of the said dispute is said to have arisen.
- 7.0 Non-Solicitation: You hereby agree not to solicit or cause to be solicited, either during the currency of this letter of appointment and beyond (i.e. cessation of your employment with the Company, either voluntary or involuntary, any employee in the employment company, or directly or indirectly, individually or on behalf of any other person, firm, corporation or entity, (a) interfere with the Company's continuing relationships with its existing employees,(b) attempt to induce such other

- employees to leave their employment with the Company, (c) interfere with Company's continuing relationships with Company's suppliers or customers, (d) sell, attempt to sell or solicit the sale of products or services competitive with those of the Company to Comp any's customers, or (e) take any action to discourage or divert any supplier or customer from doing business with the Company
- 8.0 Non-Compete: The Employee hereby understands and agrees that some restrictions on its activities during and post the Employee's employment is necessary to protect the goodwill and other legitimate interests of the Company. The Employee agrees to, during his employment with the Company, to perform for the Company such duties as it may designate from time to time and will devote his full time and best efforts to the business of the Company and
- 8.1 Whilst in employment, the Employee agrees not to undertake any planning for any outside business that may be directly or indirectly competitive with the Company and during employment with the Company;
  - For a period of one year after your cessation of employment with the Company the Employee undertakes not to compete, directly or indirectly, with the Company, whether as an employee, a consultant, agent, partner, owner investor or otherwise.
- 8.3 The Employee also hereby undertakes, not to engage, in any manner in any activity that is or maybe at any point in time & in any manner competitive with the businesses of the Company

8.4

9.0

10.0

11.0

12.0

- The Employee shall not, during his/her employment with the Company and for a period of twelve months thereafter, without the prior written approval of the Managing Director of the Company, engage in any other professional employment or consulting, or directly or indirectly participate in or assist any business with any current client or customer of the Company.
- 8.5 The Employee shall not, during his/her employment with the Company, engage in any gainful employment with any other Company.
  - **Representation.** The Employee represents and warrants that s/he is not subject to any court order, agreement, arrangement or undertaking, including but not limited to non-compete and non-solicit obligations or any other disability which may in any manner restrict the Employee either from accepting the terms and conditions detailed in this letter of appointment or from performing your functions and providing services under the letter of appointment.
    - Interpretation/Severability. If any term, condition, or provision in this Letter of appointment is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in this Letter of appointment. If the parties fail to agree on such an amendment, such invalid term, condition or provision will be severed from the remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
    - Waiver of Breach. Any waiver of the provisions of this Letter of appointment or of a party's rights or remedies under this Letter of appointment must be in writing to be effective. Failure, neglect, or delay by a party to enforce the provisions of this Letter of appointment or its rights or remedies at any time, will not be construed as a waiver of such party's rights under this Letter of appointment and will not in any way affect the validity of the whole or any part of this Letter of appointment or prejudice such party's right to take subsequent action. No exercise or enforcement by either party of any right or remedy under this Letter of appointment will preclude the enforcement by such party of any other right or remedy under this Letter of appointment or that such party is entitled by law to enforce.
    - **Survival.** All such provisions explicitly stated to survive the termination of this Letter of appointment and those which by the very nature and verbiage are intended by Parties to survive shall so survive termination or expiry of this Letter of appointment.
- 13.0 Relocation: expenses towards shipment of household goods/ car (as applicable): You are entitled to avail relocation assistance as per the HGS Employee Relocation Assistance Policy. In the event of voluntary cessation of employment with the company within one year from data of joining. You shall be liable to pay the amount received towards shipment of household goods and / or car as per the retention clause in the policy.
- **14.0 Maternity Benefit:** All women employees would be entitled for maternity benefits as per the prevailing Maternity Benefit Act
- **15.0 Acceptance:** If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter of appointment as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.

Candidata N			JRE II - SALARY & A	LLUW ANCES		
Candidate Name		Punnaramji Mamat				
Designation		Trainee Process Co	onsultant	T	TT 1	1 1
Grade		PC2		Location		erabad
Components			w.e.f - DO		Monthly	Annual
Di-			A FIXED		4 200	F2.F(/
Basic House Rent Allowance	4,380					52,560 21,024
House Rent Allowance 1,752 Shift Allowance 4,820					57,840	
"A" Sub-total - Gross Pay	7				10,952	1,31,424
A Sub-total - Gloss Fay			"B" RETIRAL BENEI	TTC	10,932	1,31,42
Advance against Statutory	Ronus		D RETIRAL DENE	113	365	4,380
Provident Fund - Employe		ution			1,104	13,248
Gratuity Gratuity	cr 3 contrib				211	2,532
ESIC Contribution - Emplo	ovar's Contr	ihution			368	4,410
"B"Sub-total- Retiral be		ามนนเงห			2,048	24,576
Total Salary Cost (A + B)	1101103				13,000	1,56,000
Total Salary Cost (A + B)			"C" VARIABLE PA	v	13,000	1,50,000
Performance Incentives (@	0 100% of ai	ven achievement tara		1	1,000	12,00
"C" Sub-total - Variable	, 100700) g.	7011 4101110 7 0 1110 110 1111 9			1,000	12,000
Total Cost to Company (	A + B + C )				14,000	1,68,000
Total cost to company (	1.2.0)	"D" I	NSURANCE / OTHER	BENEFITS	11,000	2,00,000
Total Cost to Company: (	A + B + C +				14,000	1,68,000
Benefit / Scheme	<u>Description</u>					Value / PA
Performance incentives	Will be paid every month on achieving process defined targets goals as defined in table below				Rs. 12,000 p.a**	
Subsidized Transport Service  An indicative transport cost incurred by the employer for commuting between home to office and back which is a facility to avail and not to be encashed if not availed.				Rs. 24,000 p.a**		
Group Insurance in Lieu	nsurance in Lieu An Insurance benefit in the event of demise of an employee is provided under this Group Insurance				Rs. 6,02,000*	
of EDLI (Under PF Act) Group Personal		Scheme during an employees term, to his Nominee/Family:  You are covered under group personal accident insurance policy of the company for a sum of-				Rs. 6,00,000**
Accident						
Group Term Life		You are covered under Group Term Life Insurance policy of the company for a sum of- Self and your dependent family members as declared will be covered under the Employees State				Rs. 1,00,000**
ESI Scheme	Insurance	Insurance (ESI) Act.				As applicable*p.m
Gratuity		is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.				As applicable*
Advance against provisional minimum statutory bonus	L he calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land				As applicable*	
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.				As applicable*p.m	
Income Tax	Appropriate Income tax would be deducted in the payroll every month.				As applicable*p.m	
Professional Tax	If any as per the applicable rules in your state.					As applicable*p.m
Process Target achievemen	ıt	>80-<85%	>85-<95%	>95-<100%	>100-<110%	>110%
PI Eligibility (%)		50%	70%	100%	110%	125%
PI Eligible amount (Rs. p.a.)		6,000	8,400	12,000	13,200	15,000
PI Eligible amount (Rs. p.m.)	500 700 1,000 1,100					1,250

Aatreyi Sengupta Punnaramji Mamatha **Senior Manager - Human Resources** Date: Hinduja Global Solutions Limited

i As per ESIC, family means all or any of the following relatives of an insured person namely:- a spouse, a minor legitimate or adopted child dependent upon the insured person, a child who is wholly dependent on the earnings of the insured person and who is (a) receiving education, till he or she attains the age of twenty five years, (b) an unmarried daughter, a child who is infirm by reason or any physical or mental abnormality or injury and is wholly dependent on the earnings of the insured person, so long as the infirmity continues and department parents

<sup>\*</sup> Statutory Schemes are subject to change as per the Law from time to time.

\*\* These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.



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### **EMPLOYMENT AGREEMENT**

This Employment Agreement (the "Employment Agreement") is made on this March 17,2020 by and between StateStreet Corporate Services Mumbai Private Limited, a company incorporated under the laws of India and having its principal place of business at Hyderabad (the "Company"), and Bhureddy Preethi, an individual, currently residing at HYDERABAD (the "Employee").

### **RECITALS**

WHEREAS, the Employee possesses knowledge, skill and experience advantageous to the Company.WHEREAS, the Company desires to employ the Employee as a 'Associate 1', of the Company on the terms and subject to the conditions set forth in this Employment Agreement and the Employee is willing to be so employed by the Company. NOW, THEREFORE, in consideration of the promises, mutual agreements and covenants contained in this Employment Agreement and other good and valuable consideration (the receipt and sufficiency of which is hereby mutually acknowledged), the Company and the Employee hereby agree as follows:

### **AGREEMENTS**

### 1 Employment

- a) Subject to the terms and conditions of this Employment Agreement, the Company hereby employs the Employee as 'Associate 1', and the Employee hereby agrees to serve the Company in such capacity, as an employee at will , for the period commencing May 18,2020 (the 'Effective Date') and until termination of this Employment Agreement by the Employer, (the 'Employment Term').
- b) The Employment Term includes a three (3) month probation period (the "Probation Period") which shall commence from the Effective Date, following which the Company may, in its sole discretion, either extend the Probation Period for any period of time (the "Extended Probation Period") or confirm the Employee's employment with the Company.
- c) Subject to Section 8 of this Employment Agreement, the Employee's employment with the Company shall, after the completion of the Probation Period and after the completion of the Extended Probation Period, if any, be deemed to have been confirmed unless the Employee, within a period of fifteen (15) days after the completion of the Probation Period and within a period of fifteen (15) days after the completion of the Extended Probation Period, if any, receives a notice of termination of his/her employment with the Company



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### 2 Time to be devoted to Employment and hours of work

The Employee shall, except during vacation periods or absences due to temporary illness, devote his/her best efforts and full time attention and skill and his/her professional and business time, attention and energies to his/her duties and responsibilities hereunder. The employee is required to dedicate a minimum of 45 (forty five) hours a week towards fulfillment of his/her duties under this Employment Agreement. The requirements of the Employee's employment do call for some flexibility and the Employee will be expected to work such hours as may be necessary for the proper and satisfactory performance of the Employee's duties without additional remuneration. The Employee agrees that he/she will not be entitled to any overtime compensation for additional hours devoted to his/her employment with the Company.

Employee may be required to work either on day or night shifts and which shift pattern employee will be required to work, will be determined and communicated to the employee by their manager. Employee hours and work and shift timing may be subject to variation depending on the schedule operated by their respective team or department, for which employee will be notified from time to time.

### 3 Duties

- a) The Employee shall during his/her employment under this agreement:
  - i. Perform the duties and discharge the responsibilities of the role
  - ii. In addition to the duties and responsibilities which the position of the Employee normally entails, the Employee may, from time to time, be required to undertake additional or other duties and/or responsibilities consistent with the Employee's designation, and as may be deemed necessary by Head of the Entity to meet the needs of the business of the Company.
- b) The Employee shall be based in Hyderabad but may be required to work in any place within India which the Company may require for the proper performance and exercise of his/her duties and responsibilities and the Employee may be required to travel on the business of the Company anywhere within and outside India.

### 4 Remuneration and Related Matters

- a) Employee's annual salary and other compensation as of the date of this Agreement is as set forth in Exhibit "A" hereto, which are subject to review and modification annually by the Company. The Company shall be entitled to withhold from any payments due to Employee pursuant to the provisions of this Agreement any amounts required to be withheld by any applicable taxing or other authority, or any amounts loaned to Employee by the Company.
- b) The Company shall also reimburse to Employee any reasonable business expenses incurred by the Employee on behalf of the Company, during the Employment Term and arising out of the fulfillment of his/her responsibilities and duties hereunder.

### 5 Hours of Employment and Holidays

Subject to Section 2 and 3 hereof, the Employee shall be entitled to take the public holidays as applicable in the state of Telengana, such number of additional holidays as may be decided, from time to time, by the Company.

CIN:U7413 In accordance with the company policy, the Employee shall be entitled to take Fifteen (15) days' Earned Leave and Five (5) Casual Leave for every year of service.



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### 6 Policies and Practices

The Employee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time and communicate to the Employee and to indemnify the Company for any loss suffered as a consequence of a breach by the Employee of the Company rules, regulations, instructions, policies, practices and procedures, if these losses are a direct result of gross negligence on part of the Employee.

Such rules, regulations, instructions, policies, practices and procedures are set forth in the Company's Staff Hand Book, and are incorporated in this Employment Agreement by reference. The Employee shall receive a copy of the Company's Staff Hand Book on their first day of employment.

Additional Employment-Related Agreements and Codes

You will also be required to complete State Street's online Standard of Conduct (and Code of Ethics where applicable) certification and learning assessment following the commencement of employment, as a condition of continued employment

In addition, where applicable, if you accept this offer of employment you will become subject to the [State Street Global Advisors/SSGA Funds Management, Inc.] [State Street Global Markets] [IMS West] Code of Ethics enclosed within, which includes certain trading requirements such as pre-clearance and use of designated brokers. By signing and returning this offer, you acknowledge and agree that you will comply with the Code of Ethics (as it may be in effect from time to time) throughout your employment.

### 7 Employment Benefits

The Employee shall receive the following employment benefits:

- a) The Company shall every year contribute to the provident fund established under the Employees Provident Fund Scheme ("Provident Fund Scheme") framed under Section 5 of The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, as amended (the "Provident Fund Act") an amount equal to 12% of the Salary and relevant allowances. The Employee hereby agrees and confirms that the Company shall be entitled to, and shall, deduct from the Employee's Salary and pay to the provident fund established under the Provident Fund Scheme as the Employee's contribution to such fund an amount equal to 12% of the Salary and relevant allowances. Such contributions shall be made in accordance with the provisions of the Provident Fund Scheme and the Provident Fund Act. If such provisions require payment on a monthly basis, then the contributions shall be made with reference to the pro-rated monthly amount of the Salary and relevant allowances payable to the Employee under this agreement.
- b) The Company shall every year make contributions to a gratuity fund as per the applicable law.

### 8 Termination of Employment by Company

a) The Employee's employment may be terminated by the Company upon the occurrence of any one or more of the following events:



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- i. death of the Employee;
- ii. the failure by the Employee to substantially or satisfactorily perform his/her duties hereunder, as a result of physical or mental incapacity (hereinafter referred to as "disability"), which disability shall continue for more than three (3) consecutive months or an aggregate of more than five (5) months in any calendar year ("Permanent Disability"); or
- iii. for "Cause", which shall mean the following:
  - a) the willful failure by the Employee to substantially perform his/her duties hereunder (including the breach of any provision of Sections 11 and/or 12 for reasons other than death or disability);
  - b) the commission by the Employee of an act constituting fraud or any other criminal offence against the Company or otherwise;
  - c) any act or failure to act by the Employee which involves dishonesty in the course of his/her employment or theft of the Company's assets;
  - d) Employee's refusal or willful failure to act in accordance with any direction or order of the Company and/or of his/her superiors in the Company, or material neglect, which continues after the Employee has been given five (5) days prior written notice and an opportunity to cure;
  - e) conviction of the Employee for any criminal offence (other than an offence under road traffic law for which the Employee is not sentenced to any term of imprisonment whether immediate or suspended); or
  - f) Employee's willful or intentional act or conduct that in any way has a direct, substantial and adverse effect on the Company's business, operations or reputation.
  - g) Employee's unauthorised absence from work for a period of 5 or more days.
- b) The Company may at any time and in its sole discretion, by giving sixty (60) days written notice to the Employee, or by payment of Salary in lieu thereof, terminate this Employment Agreement 'at will' for any reason, including those not set forth in Section 8 (a). However, the Company shall not be obligated to pay, in lieu of the sixty (60) days written notice, the salary of the employee if, the employee's employment is terminated under clause 8 (a) (iii) (g) of this Employment Agreement.

### 9 Termination of Employment by the Employee

The Employee may terminate his/her employment under this Employment Agreement for Good Reason. For purposes of this Agreement, "Good Reason" shall mean any reduction in or failure by the Company to pay the compensation and benefits provided for in this Employment Agreement after the Employee has given the Company sixty (60) days written notice and the opportunity to cure such failure.



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### 10 Obligations upon Termination

- 1 Payments. The Company shall not be obligated to pay and shall not be liable to the Employee for any termination of the Employee's employment hereunder if such termination is in accordance with the terms of this Employment Agreement.
- 2 Death and Permanent Disability. If the Employee dies or suffers from a permanent disability while employed under this Employment Agreement, the Company shall make due payments as required in connection with the Employee's provident fund and gratuity fund to the Employee, the Employee's nominee(s) or, if no nomination has been made, to his/her legal heirs as the case maybe.

### 11 Disclosure of Information

- a) All memoranda, notes, records or other documents made or compiled by the Employee or made available to him/her during the Employment Term concerning the business and/or operations of the Company shall be the Company's property and shall, if in the possession or under the control of the Employee, be delivered to the Company on the termination of the Employee's employment. The Employee shall not use for himself /herself or others, or divulge to others, any proprietary or confidential information of the Company, obtained by him/her as a result of his/her employment, unless authorized by the Company. For purposes of this Section 11, the term "proprietary or confidential information" shall mean all information which is known only to the Employee and/or to other current or former employees of the Company, consultants of the Company or others in a confidential relationship with the Company and relates to specific matters including but not limited to trade secrets, marketing programs, customers, potential customers and vendor lists, pricing and credit techniques, program codes, software design, know how, research and development activities, private processes, and books and records as they may exist from time to time, other technical and business information indicated expressly by the Company to be proprietary, any information that is in fact treated as proprietary by the Company insofar as it is kept secret, stamped with a restrictive legend, and/or access to the information is restricted.
- b) The Employee hereby agrees to unconditionally, irrevocably and as soon as is practicably possible assign, grant and transfer to the Company all his/her ownership rights and beneficial interests, including all intellectual property rights, in every work product which is used or created in the course of his/her employment with the Company. The Employee shall fully cooperate with the Company in this regard and shall immediately sign and execute any document, provided by the Company to the Employee, as is required by the Company to seek any protection under Section 11(b) of this Employment Agreement.
- c) In the event of a breach or a threatened breach by the Employee of the provisions of this Section 11, the Company shall be entitled to an injunction restraining the Employee from disclosing, in whole or in part, the aforementioned proprietary or confidential information of the Company, or from rendering any services to any person, firm, corporation, association or other entity to whom such proprietary or confidential information, in whole or in part has been disclosed or is threatened to be disclosed. Nothing herein contained shall be construed as prohibiting the Company from pursuing any other remedies available to the Company for such breach or threatened breach including the recovery of damages from the Employee.
- d) The Employee hereby warrants and represents that he is not prohibited by any agreement or the order of any court from entering into and carrying out the terms of this Employment Agreement.



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#### 12 Non Competition and Non-Solicitation

- a) Expressly in consideration for the Company's agreement to employ the Employee under the terms and conditions of this Agreement and the promises made by the Company in this Employment Agreement, the Employee agrees that:
  - During the Employment Term, the Employee shall not (without the express written approval of the Company's Board of Directors) directly or indirectly own (partially or completely) or control, whether through ownership of shares, contract or otherwise, or work or render services for, be employed or engaged by, represent in any capacity, or advise or consult (whether or not for compensation), any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which conducts or is involved with any business activity that competes with any service provided by the Company (the services provided by the Company, the "Services"); and
- b) For a period of one (1) year following the Employment Term, the Employee shall not directly or indirectly solicit or accept from any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which, during said one (1) year period is a Services customer of the Company, any of such customer's business which involves any services that directly or indirectly competes with any Services; and
- c) For a period of one (1) year following the Employment Term, the Employee shall not directly or indirectly employ, engage, contract in any manner for the services of, or solicit the services of any person who is or, at any time during the Employment Term, was an employee of the Company; and
- d) Each time period specified in paragraphs (ii) and (iii) above in this Section 12(a), shall be extended to include: (A) any period of time during which the Employee was engaged in activities constituting a breach of this Employment Agreement; (B) any period of time during which litigation or arbitration transpires regarding any Employee's activities constituting a breach or alleged breach of the Employment Agreement; and (C) any period of time during which Employee provides services to or through the Company as a consultant or other independent contractor after termination of this Agreement.

The Employee's promise, duties and obligations made in this Section 12 shall survive the termination of this Employment Agreement, for any reason whatsoever, by either party to the Employment Agreement (for any reason whatsoever). If any of the restrictions contained in this Section 12 are ever judicially held to exceed the time limitations permitted by applicable law, then such restrictions shall be deemed to be automatically amended and revised to comply with the maximum time limitations permitted by applicable law. If the Employee breaches any or all of the promises in this Section 12, the parties to this Employment Agreement acknowledge and agree that the Company will suffer immediate, material, immeasurable, continuing and irreparable damage and harm and the remedies at law for the Employee's breach will be inadequate (and the Employee hereby waives the claim or defense that an adequate remedy at law is available). The Company therefore shall be entitled to injunctive relief against the Employee in addition to any and all other legal or equitable remedies (including, but not limited to, an action and judgment for damages), and the Employee hereby waives and relinquishes any requirement that the Company post a bond or other security for such injunctive relief.



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## 13 Conditions of Employment.

Notwithstanding anything to the contrary, the Employee's employment with the Company pursuant to this Employment Agreement is subject to the Employee's (1) completing, to the Company's satisfaction, background screening procedures, including without limitation fingerprinting and credit check, (2) execution of the State Street Corporation Confidentiality Agreement, (3) verification of the Employee's right to work, and (4) certification of the Employee's compliance with the State Street Corporation Standard of Conduct.

## 14 Dispute Resolution

Any dispute or controversy arising out of or relating to this Employment Agreement shall be settled by arbitration to be held in Mumbai, Maharashtra, India in accordance with the Arbitration and Conciliation Act, 1996 (the 'Arbitration Act'), as then existing, in the English language, and shall be heard and determined by an arbitral tribunal composed of a sole arbitrator appointed by agreement between the parties hereto. If the Parties fail to reach an agreement with respect to the appointment of an arbitrator within 30 (thirty) calendar days of any Party's notice to the other Party of the existence of a dispute, the arbitrator shall be selected according to the Arbitration Act. The decision of the arbitrator shall be final, conclusive and binding on the Parties. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either Party from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security.

# 15 Specific Performance

The Employee acknowledges and confirms that this Employment Agreement, and specifically restraints imposed upon him/her pursuant to Sections 11 and 12, do not constitute an agreement by which the Employee is restrained from exercising a lawful profession, trade or business of any kind. The Employee also acknowledges and confirms that the requirements and restraints imposed upon him/her pursuant to Sections 11 and 12 hereof are no greater than are reasonably necessary to preserve and protect the assets and legitimate business interests of the Company and to provide the benefits to which the Company is entitled hereunder, and that said restraints will not impose undue hardship upon the Employee and that any violation of any of the provisions of such Sections would irreparably injure the Company. Accordingly, the Company may, in addition to pursuing its other remedies, obtain an injunction from any court having jurisdiction over the matter against the Employee for any such violation. No bond or other security shall be required from the Company in connection with such injunction and the Employee hereby waives and agrees not to assert before any such court any claim or defense as to the availability to the Company of other remedies at law or in equity. The Employee understands that nothing in this Agreement restrains the Employee from engaging, after his/her employment by the Company ceases, in any lawful profession, trade or business or employment with any other firm or body corporate which does not involve activities in violation of any of the terms of Section 12.

### 16 Representations.

The Employee hereby represents, acknowledges and confirms that:

a) the Employee has executed and delivered this Employment Agreement as his/her free and voluntary act, after having determined that the provisions contained herein are of a material benefit to him/her, and that the duties and obligations imposed on him hereunder are fair and reasonable and will not prevent him/her from earning a comparable livelihood following the termination of his/her employment with the Company;



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- b) the Employee has read and fully understands the terms and conditions set forth herein, has had time to reflect on and consider the benefits and consequences of entering into this Employment Agreement, and has had the opportunity to review the terms hereof with an attorney or other representative if he so chooses; and
- c) the execution and delivery of this Employment Agreement by the Employee does not conflict with, or result in a breach of or constitute a default under, any agreement or contract, whether oral or written, to which the Employee is a party or by which the Employee may be bound.

#### 17 Waiver of Breach

A waiver by the Company of a breach of any provision of this Employment Agreement by the Employee shall not operate or be construed as a waiver or estoppels of any subsequent breach by the Employee. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

### 18 Assignment

This Employment Agreement is personal in nature and may not be assigned or transferred by the Employee without the prior written consent of the Company.

### 19 Miscellaneous

a) Notices. All notices required or permitted to be given under the provisions of this Employment Agreement shall be in writing and delivered personally or by certified or registered mail, return receipt requested, postage prepaid, or given by a nationally recognized courier service providing for proof of delivery to the following persons at the following addresses, or to such other persons at such other addresses as any party may request by notice in writing to the other party to this Agreement:

If to the Employee:

10-1-886 A.C.GUARDS KHAIRATABAD, HYDERABAD PIN: 500004

1 114 . 000001

If to the Company:

12th Floor, One BKC Building
Bandra Kurla Complex, Bandra (East)
Bandra (East)
Mumbai, Maharashtra



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- b) Construction. This Employment Agreement shall be construed with, and be governed by, the laws of India without giving effect to the principles of conflicts of laws thereof.
- c) Entire Agreement. This instrument contains the entire understanding and agreement between the parties relating to the subject matter hereof and all prior oral and written agreements are extinguished, and neither this Employment Agreement nor any provision hereof may be waived, modified, amended, changed, discharged or terminated, except by an agreement in writing signed by the party against whom enforcement of any waiver, modification, change, amendment, discharge or termination is sought.
- d) Binding Effect. This Employment Agreement shall inure to the benefit of, and may be enforced by, the Company, its successors and assigns and shall be binding upon the Employee.
- e) Illegality. If any one or more of the provisions of this Employment Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
- f) Captions. The captions of the sections hereof are for convenience only and shall not control or affect the meaning or construction of any of the terms or provisions of this Employment Agreement.
- g) Collective Bargaining Agreement. This Employment Agreement and the terms and conditions of employment of the Employee shall not be governed by or subject to any existing or hereafter executed collective bargaining agreement including any applicable collective bargaining laws.
- h) Counterparts. This Employment Agreement may be executed in several counterparts, each of which shall be considered on original, but which when taken together, shall constitute one agreement.

You are required to sign and return this contract to indicate that you have read and understood the above terms and conditions.

I shall look forward to receiving from you the signed duplicate of this letter as soon as possible

For StateStreet Corporate Services Mumbai Private Limited

Chiranjeevi Koppula Vice President - Human Resources

C. Clurci.

This is an electronically signed letter and hence does not require a wet ink signature

-----

I hereby confirm my agreement with the terms and conditions of employment set out in this letter.

Sign

Name : Bhureddy Preethi

Date



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## Exhibit "A"

Name	Bhureddy Preethi
Designation	Associate 1

SALARY COMPONENTS	MONTHLY	ANNUAL
Basic	8,750	105,000
Home Rental Allowance	4,375	52,500
Leave Travel Allowance	1,458	17,500
Statutory Bonus	1,750	21,000
Special Allowance	6,447	77,360
Employee State Insurance- Company Contribution	-	-
Provident Fund - Company Contribution	1,800	21,600
Gratuity - Company Contribution	420	5,040
GUARANTEED CASH (TOTAL COMPENSATION)	25,000	300,000

<sup>\*</sup> Allowances are subject to all applicable taxes. LTA is non-taxable only if proof of actual expenditure is provided.

### Variable Bonus:

\* Incentive Compensation (IC): Based on your performance and other business metrics, you may be entitled to an IC. IC is payable only upon achievement of certain objectives and goals and therefore the management enjoys an absolute right in the matters of awarding the IC. This IC is subject to taxation.

# Benefits:

- \* As a part of the benefits scheme, you will be eligible for Sodexo card with a Monthly credit of Rs. 1,500
- \* Coverage under Group Personal Accident policy of upto 3 times of annual Gross salary
- \* Coverage under Group Term Life Policy of upto 5 times of annual Gross salary
- \* Hospital Insurance coverage of INR 500,000 per annum which includes Family. Family consists of Self, Spouse, two Children and Parents (sub limits for parents).

CIN:U74130KA2007PTC043738

I hereby confirm my agreement with the terms and conditions of employment set out in this letter.

Sign

Name : Bhureddy Preethi

Date :



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## **EMPLOYMENT AGREEMENT**

This Employment Agreement (the "Employment Agreement") is made on this March 17,2020 by and between StateStreet Corporate Services Mumbai Private Limited, a company incorporated under the laws of India and having its principal place of business at Hyderabad (the "Company"), and C Udayasree, an individual, currently residing at HYDERABAD (the "Employee").

#### **RECITALS**

WHEREAS, the Employee possesses knowledge, skill and experience advantageous to the Company.WHEREAS, the Company desires to employ the Employee as a 'Associate 1', of the Company on the terms and subject to the conditions set forth in this Employment Agreement and the Employee is willing to be so employed by the Company. NOW, THEREFORE, in consideration of the promises, mutual agreements and covenants contained in this Employment Agreement and other good and valuable consideration (the receipt and sufficiency of which is hereby mutually acknowledged), the Company and the Employee hereby agree as follows:

# **AGREEMENTS**

# 1 Employment

- a) Subject to the terms and conditions of this Employment Agreement, the Company hereby employs the Employee as 'Associate 1', and the Employee hereby agrees to serve the Company in such capacity, as an employee at will , for the period commencing May 18,2020 (the 'Effective Date') and until termination of this Employment Agreement by the Employer, (the 'Employment Term').
- b) The Employment Term includes a three (3) month probation period (the "Probation Period") which shall commence from the Effective Date, following which the Company may, in its sole discretion, either extend the Probation Period for any period of time (the "Extended Probation Period") or confirm the Employee's employment with the Company.
- c) Subject to Section 8 of this Employment Agreement, the Employee's employment with the Company shall, after the completion of the Probation Period and after the completion of the Extended Probation Period, if any, be deemed to have been confirmed unless the Employee, within a period of fifteen (15) days after the completion of the Probation Period and within a period of fifteen (15) days after the completion of the Extended Probation Period, if any, receives a notice of termination of his/her employment with the Company



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## 2 Time to be devoted to Employment and hours of work

The Employee shall, except during vacation periods or absences due to temporary illness, devote his/her best efforts and full time attention and skill and his/her professional and business time, attention and energies to his/her duties and responsibilities hereunder. The employee is required to dedicate a minimum of 45 (forty five) hours a week towards fulfillment of his/her duties under this Employment Agreement. The requirements of the Employee's employment do call for some flexibility and the Employee will be expected to work such hours as may be necessary for the proper and satisfactory performance of the Employee's duties without additional remuneration. The Employee agrees that he/she will not be entitled to any overtime compensation for additional hours devoted to his/her employment with the Company.

Employee may be required to work either on day or night shifts and which shift pattern employee will be required to work, will be determined and communicated to the employee by their manager. Employee hours and work and shift timing may be subject to variation depending on the schedule operated by their respective team or department, for which employee will be notified from time to time.

#### 3 Duties

- a) The Employee shall during his/her employment under this agreement:
  - i. Perform the duties and discharge the responsibilities of the role
  - ii. In addition to the duties and responsibilities which the position of the Employee normally entails, the Employee may, from time to time, be required to undertake additional or other duties and/or responsibilities consistent with the Employee's designation, and as may be deemed necessary by Head of the Entity to meet the needs of the business of the Company.
- b) The Employee shall be based in Hyderabad but may be required to work in any place within India which the Company may require for the proper performance and exercise of his/her duties and responsibilities and the Employee may be required to travel on the business of the Company anywhere within and outside India.

# 4 Remuneration and Related Matters

- a) Employee's annual salary and other compensation as of the date of this Agreement is as set forth in Exhibit "A" hereto, which are subject to review and modification annually by the Company. The Company shall be entitled to withhold from any payments due to Employee pursuant to the provisions of this Agreement any amounts required to be withheld by any applicable taxing or other authority, or any amounts loaned to Employee by the Company.
- b) The Company shall also reimburse to Employee any reasonable business expenses incurred by the Employee on behalf of the Company, during the Employment Term and arising out of the fulfillment of his/her responsibilities and duties hereunder.

### 5 Hours of Employment and Holidays

Subject to Section 2 and 3 hereof, the Employee shall be entitled to take the public holidays as applicable in the state of Telengana, such number of additional holidays as may be decided, from time to time, by the Company.

CIN:U7413 In accordance with the company policy, the Employee shall be entitled to take Fifteen (15) days' Earned Leave and Five (5) Casual Leave for every year of service.



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#### 6 Policies and Practices

The Employee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time and communicate to the Employee and to indemnify the Company for any loss suffered as a consequence of a breach by the Employee of the Company rules, regulations, instructions, policies, practices and procedures, if these losses are a direct result of gross negligence on part of the Employee.

Such rules, regulations, instructions, policies, practices and procedures are set forth in the Company's Staff Hand Book, and are incorporated in this Employment Agreement by reference. The Employee shall receive a copy of the Company's Staff Hand Book on their first day of employment.

Additional Employment-Related Agreements and Codes

You will also be required to complete State Street's online Standard of Conduct (and Code of Ethics where applicable) certification and learning assessment following the commencement of employment, as a condition of continued employment

In addition, where applicable, if you accept this offer of employment you will become subject to the [State Street Global Advisors/SSGA Funds Management, Inc.] [State Street Global Markets] [IMS West] Code of Ethics enclosed within, which includes certain trading requirements such as pre-clearance and use of designated brokers. By signing and returning this offer, you acknowledge and agree that you will comply with the Code of Ethics (as it may be in effect from time to time) throughout your employment.

# 7 Employment Benefits

The Employee shall receive the following employment benefits:

- a) The Company shall every year contribute to the provident fund established under the Employees Provident Fund Scheme ("Provident Fund Scheme") framed under Section 5 of The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, as amended (the "Provident Fund Act") an amount equal to 12% of the Salary and relevant allowances. The Employee hereby agrees and confirms that the Company shall be entitled to, and shall, deduct from the Employee's Salary and pay to the provident fund established under the Provident Fund Scheme as the Employee's contribution to such fund an amount equal to 12% of the Salary and relevant allowances. Such contributions shall be made in accordance with the provisions of the Provident Fund Scheme and the Provident Fund Act. If such provisions require payment on a monthly basis, then the contributions shall be made with reference to the pro-rated monthly amount of the Salary and relevant allowances payable to the Employee under this agreement.
- b) The Company shall every year make contributions to a gratuity fund as per the applicable law.

# 8 Termination of Employment by Company

a) The Employee's employment may be terminated by the Company upon the occurrence of any one or more of the following events:



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- i. death of the Employee;
- ii. the failure by the Employee to substantially or satisfactorily perform his/her duties hereunder, as a result of physical or mental incapacity (hereinafter referred to as "disability"), which disability shall continue for more than three (3) consecutive months or an aggregate of more than five (5) months in any calendar year ("Permanent Disability"); or
- iii. for "Cause", which shall mean the following:
  - a) the willful failure by the Employee to substantially perform his/her duties hereunder (including the breach of any provision of Sections 11 and/or 12 for reasons other than death or disability);
  - b) the commission by the Employee of an act constituting fraud or any other criminal offence against the Company or otherwise;
  - c) any act or failure to act by the Employee which involves dishonesty in the course of his/her employment or theft of the Company's assets;
  - d) Employee's refusal or willful failure to act in accordance with any direction or order of the Company and/or of his/her superiors in the Company, or material neglect, which continues after the Employee has been given five (5) days prior written notice and an opportunity to cure;
  - e) conviction of the Employee for any criminal offence (other than an offence under road traffic law for which the Employee is not sentenced to any term of imprisonment whether immediate or suspended); or
  - f) Employee's willful or intentional act or conduct that in any way has a direct, substantial and adverse effect on the Company's business, operations or reputation.
  - g) Employee's unauthorised absence from work for a period of 5 or more days.
- b) The Company may at any time and in its sole discretion, by giving sixty (60) days written notice to the Employee, or by payment of Salary in lieu thereof, terminate this Employment Agreement 'at will' for any reason, including those not set forth in Section 8 (a). However, the Company shall not be obligated to pay, in lieu of the sixty (60) days written notice, the salary of the employee if, the employee's employment is terminated under clause 8 (a) (iii) (g) of this Employment Agreement.

## 9 Termination of Employment by the Employee

The Employee may terminate his/her employment under this Employment Agreement for Good Reason. For purposes of this Agreement, "Good Reason" shall mean any reduction in or failure by the Company to pay the compensation and benefits provided for in this Employment Agreement after the Employee has given the Company sixty (60) days written notice and the opportunity to cure such failure.



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### 10 Obligations upon Termination

- 1 Payments. The Company shall not be obligated to pay and shall not be liable to the Employee for any termination of the Employee's employment hereunder if such termination is in accordance with the terms of this Employment Agreement.
- 2 Death and Permanent Disability. If the Employee dies or suffers from a permanent disability while employed under this Employment Agreement, the Company shall make due payments as required in connection with the Employee's provident fund and gratuity fund to the Employee, the Employee's nominee(s) or, if no nomination has been made, to his/her legal heirs as the case maybe.

#### 11 Disclosure of Information

- a) All memoranda, notes, records or other documents made or compiled by the Employee or made available to him/her during the Employment Term concerning the business and/or operations of the Company shall be the Company's property and shall, if in the possession or under the control of the Employee, be delivered to the Company on the termination of the Employee's employment. The Employee shall not use for himself /herself or others, or divulge to others, any proprietary or confidential information of the Company, obtained by him/her as a result of his/her employment, unless authorized by the Company. For purposes of this Section 11, the term "proprietary or confidential information" shall mean all information which is known only to the Employee and/or to other current or former employees of the Company, consultants of the Company or others in a confidential relationship with the Company and relates to specific matters including but not limited to trade secrets, marketing programs, customers, potential customers and vendor lists, pricing and credit techniques, program codes, software design, know how, research and development activities, private processes, and books and records as they may exist from time to time, other technical and business information indicated expressly by the Company to be proprietary, any information that is in fact treated as proprietary by the Company insofar as it is kept secret, stamped with a restrictive legend, and/or access to the information is restricted.
- b) The Employee hereby agrees to unconditionally, irrevocably and as soon as is practicably possible assign, grant and transfer to the Company all his/her ownership rights and beneficial interests, including all intellectual property rights, in every work product which is used or created in the course of his/her employment with the Company. The Employee shall fully cooperate with the Company in this regard and shall immediately sign and execute any document, provided by the Company to the Employee, as is required by the Company to seek any protection under Section 11(b) of this Employment Agreement.
- c) In the event of a breach or a threatened breach by the Employee of the provisions of this Section 11, the Company shall be entitled to an injunction restraining the Employee from disclosing, in whole or in part, the aforementioned proprietary or confidential information of the Company, or from rendering any services to any person, firm, corporation, association or other entity to whom such proprietary or confidential information, in whole or in part has been disclosed or is threatened to be disclosed. Nothing herein contained shall be construed as prohibiting the Company from pursuing any other remedies available to the Company for such breach or threatened breach including the recovery of damages from the Employee.
- d) The Employee hereby warrants and represents that he is not prohibited by any agreement or the order of any court from entering into and carrying out the terms of this Employment Agreement.



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#### 12 Non Competition and Non-Solicitation

- a) Expressly in consideration for the Company's agreement to employ the Employee under the terms and conditions of this Agreement and the promises made by the Company in this Employment Agreement, the Employee agrees that:
  - During the Employment Term, the Employee shall not (without the express written approval of the Company's Board of Directors) directly or indirectly own (partially or completely) or control, whether through ownership of shares, contract or otherwise, or work or render services for, be employed or engaged by, represent in any capacity, or advise or consult (whether or not for compensation), any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which conducts or is involved with any business activity that competes with any service provided by the Company (the services provided by the Company, the "Services"); and
- b) For a period of one (1) year following the Employment Term, the Employee shall not directly or indirectly solicit or accept from any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which, during said one (1) year period is a Services customer of the Company, any of such customer's business which involves any services that directly or indirectly competes with any Services; and
- c) For a period of one (1) year following the Employment Term, the Employee shall not directly or indirectly employ, engage, contract in any manner for the services of, or solicit the services of any person who is or, at any time during the Employment Term, was an employee of the Company; and
- d) Each time period specified in paragraphs (ii) and (iii) above in this Section 12(a), shall be extended to include: (A) any period of time during which the Employee was engaged in activities constituting a breach of this Employment Agreement; (B) any period of time during which litigation or arbitration transpires regarding any Employee's activities constituting a breach or alleged breach of the Employment Agreement; and (C) any period of time during which Employee provides services to or through the Company as a consultant or other independent contractor after termination of this Agreement.

The Employee's promise, duties and obligations made in this Section 12 shall survive the termination of this Employment Agreement, for any reason whatsoever, by either party to the Employment Agreement (for any reason whatsoever). If any of the restrictions contained in this Section 12 are ever judicially held to exceed the time limitations permitted by applicable law, then such restrictions shall be deemed to be automatically amended and revised to comply with the maximum time limitations permitted by applicable law. If the Employee breaches any or all of the promises in this Section 12, the parties to this Employment Agreement acknowledge and agree that the Company will suffer immediate, material, immeasurable, continuing and irreparable damage and harm and the remedies at law for the Employee's breach will be inadequate (and the Employee hereby waives the claim or defense that an adequate remedy at law is available). The Company therefore shall be entitled to injunctive relief against the Employee in addition to any and all other legal or equitable remedies (including, but not limited to, an action and judgment for damages), and the Employee hereby waives and relinquishes any requirement that the Company post a bond or other security for such injunctive relief.



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## 13 Conditions of Employment.

Notwithstanding anything to the contrary, the Employee's employment with the Company pursuant to this Employment Agreement is subject to the Employee's (1) completing, to the Company's satisfaction, background screening procedures, including without limitation fingerprinting and credit check, (2) execution of the State Street Corporation Confidentiality Agreement, (3) verification of the Employee's right to work, and (4) certification of the Employee's compliance with the State Street Corporation Standard of Conduct.

## 14 Dispute Resolution

Any dispute or controversy arising out of or relating to this Employment Agreement shall be settled by arbitration to be held in Mumbai, Maharashtra, India in accordance with the Arbitration and Conciliation Act, 1996 (the 'Arbitration Act'), as then existing, in the English language, and shall be heard and determined by an arbitral tribunal composed of a sole arbitrator appointed by agreement between the parties hereto. If the Parties fail to reach an agreement with respect to the appointment of an arbitrator within 30 (thirty) calendar days of any Party's notice to the other Party of the existence of a dispute, the arbitrator shall be selected according to the Arbitration Act. The decision of the arbitrator shall be final, conclusive and binding on the Parties. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either Party from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security.

# 15 Specific Performance

The Employee acknowledges and confirms that this Employment Agreement, and specifically restraints imposed upon him/her pursuant to Sections 11 and 12, do not constitute an agreement by which the Employee is restrained from exercising a lawful profession, trade or business of any kind. The Employee also acknowledges and confirms that the requirements and restraints imposed upon him/her pursuant to Sections 11 and 12 hereof are no greater than are reasonably necessary to preserve and protect the assets and legitimate business interests of the Company and to provide the benefits to which the Company is entitled hereunder, and that said restraints will not impose undue hardship upon the Employee and that any violation of any of the provisions of such Sections would irreparably injure the Company. Accordingly, the Company may, in addition to pursuing its other remedies, obtain an injunction from any court having jurisdiction over the matter against the Employee for any such violation. No bond or other security shall be required from the Company in connection with such injunction and the Employee hereby waives and agrees not to assert before any such court any claim or defense as to the availability to the Company of other remedies at law or in equity. The Employee understands that nothing in this Agreement restrains the Employee from engaging, after his/her employment by the Company ceases, in any lawful profession, trade or business or employment with any other firm or body corporate which does not involve activities in violation of any of the terms of Section 12.

### 16 Representations.

The Employee hereby represents, acknowledges and confirms that:

a) the Employee has executed and delivered this Employment Agreement as his/her free and voluntary act, after having determined that the provisions contained herein are of a material benefit to him/her, and that the duties and obligations imposed on him hereunder are fair and reasonable and will not prevent him/her from earning a comparable livelihood following the termination of his/her employment with the Company;



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- b) the Employee has read and fully understands the terms and conditions set forth herein, has had time to reflect on and consider the benefits and consequences of entering into this Employment Agreement, and has had the opportunity to review the terms hereof with an attorney or other representative if he so chooses;
- c) the execution and delivery of this Employment Agreement by the Employee does not conflict with, or result in a breach of or constitute a default under, any agreement or contract, whether oral or written, to which the Employee is a party or by which the Employee may be bound.

#### 17 Waiver of Breach

A waiver by the Company of a breach of any provision of this Employment Agreement by the Employee shall not operate or be construed as a waiver or estoppels of any subsequent breach by the Employee. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

### 18 Assignment

This Employment Agreement is personal in nature and may not be assigned or transferred by the Employee without the prior written consent of the Company.

### 19 Miscellaneous

a) Notices. All notices required or permitted to be given under the provisions of this Employment Agreement shall be in writing and delivered personally or by certified or registered mail, return receipt requested, postage prepaid, or given by a nationally recognized courier service providing for proof of delivery to the following persons at the following addresses, or to such other persons at such other addresses as any party may request by notice in writing to the other party to this Agreement:

If to the Employee:

13-6-250/3/12/38 Haridas Nagar,Tallagada, Hyderabad,Telangana PIN: 500006

If to the Company: 12th Floor, One BKC Building Bandra Kurla Complex, Bandra (East)

Bandra (East) Mumbai, Maharashtra



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- b) Construction. This Employment Agreement shall be construed with, and be governed by, the laws of India without giving effect to the principles of conflicts of laws thereof.
- c) Entire Agreement. This instrument contains the entire understanding and agreement between the parties relating to the subject matter hereof and all prior oral and written agreements are extinguished, and neither this Employment Agreement nor any provision hereof may be waived, modified, amended, changed, discharged or terminated, except by an agreement in writing signed by the party against whom enforcement of any waiver, modification, change, amendment, discharge or termination is sought.
- d) Binding Effect. This Employment Agreement shall inure to the benefit of, and may be enforced by, the Company, its successors and assigns and shall be binding upon the Employee.
- e) Illegality. If any one or more of the provisions of this Employment Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
- f) Captions. The captions of the sections hereof are for convenience only and shall not control or affect the meaning or construction of any of the terms or provisions of this Employment Agreement.
- g) Collective Bargaining Agreement. This Employment Agreement and the terms and conditions of employment of the Employee shall not be governed by or subject to any existing or hereafter executed collective bargaining agreement including any applicable collective bargaining laws.
- h) Counterparts. This Employment Agreement may be executed in several counterparts, each of which shall be considered on original, but which when taken together, shall constitute one agreement.

You are required to sign and return this contract to indicate that you have read and understood the above terms and conditions.

I shall look forward to receiving from you the signed duplicate of this letter as soon as possible

For StateStreet Corporate Services Mumbai Private Limited

Chiranjeevi Koppula Vice President - Human Resources

G. Clurci.

This is an electronically signed letter and hence does not require a wet ink signature

------

I hereby confirm my agreement with the terms and conditions of employment set out in this letter.

Sign

Name : C Udayasree

Date



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## Exhibit "A"

Name	C Udayasree
Designation	Associate 1

SALARY COMPONENTS	MONTHLY	ANNUAL
Basic	8,750	105,000
Home Rental Allowance	4,375	52,500
Leave Travel Allowance	1,458	17,500
Statutory Bonus	1,750	21,000
Special Allowance	6,447	77,360
Employee State Insurance- Company Contribution	-	-
Provident Fund - Company Contribution	1,800	21,600
Gratuity - Company Contribution	420	5,040
GUARANTEED CASH (TOTAL COMPENSATION)	25,000	300,000

<sup>\*</sup> Allowances are subject to all applicable taxes. LTA is non-taxable only if proof of actual expenditure is provided.

### Variable Bonus:

\* Incentive Compensation (IC): Based on your performance and other business metrics, you may be entitled to an IC. IC is payable only upon achievement of certain objectives and goals and therefore the management enjoys an absolute right in the matters of awarding the IC. This IC is subject to taxation.

# Benefits:

- \* As a part of the benefits scheme, you will be eligible for Sodexo card with a Monthly credit of Rs. 1,500
- \* Coverage under Group Personal Accident policy of upto 3 times of annual Gross salary
- \* Coverage under Group Term Life Policy of upto 5 times of annual Gross salary
- \* Hospital Insurance coverage of INR 500,000 per annum which includes Family. Family consists of Self, Spouse, two Children and Parents (sub limits for parents).

CIN:U74130KA2007PTC043738

I hereby confirm my agreement with the terms and conditions of employment set out in this letter.

Sign

Name : C Udayasree

Date



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## **EMPLOYMENT AGREEMENT**

This Employment Agreement (the "Employment Agreement") is made on this March 17,2020 by and between StateStreet Corporate Services Mumbai Private Limited, a company incorporated under the laws of India and having its principal place of business at Hyderabad (the "Company"), and P. Naga Vaishnavi, an individual, currently residing at Hyderabad (the "Employee").

#### **RECITALS**

WHEREAS, the Employee possesses knowledge, skill and experience advantageous to the Company.WHEREAS, the Company desires to employ the Employee as a 'Associate 1', of the Company on the terms and subject to the conditions set forth in this Employment Agreement and the Employee is willing to be so employed by the Company. NOW, THEREFORE, in consideration of the promises, mutual agreements and covenants contained in this Employment Agreement and other good and valuable consideration (the receipt and sufficiency of which is hereby mutually acknowledged), the Company and the Employee hereby agree as follows:

# **AGREEMENTS**

# 1 Employment

- a) Subject to the terms and conditions of this Employment Agreement, the Company hereby employs the Employee as 'Associate 1', and the Employee hereby agrees to serve the Company in such capacity, as an employee at will , for the period commencing May 18,2020 (the 'Effective Date') and until termination of this Employment Agreement by the Employer, (the 'Employment Term').
- b) The Employment Term includes a three (3) month probation period (the "Probation Period") which shall commence from the Effective Date, following which the Company may, in its sole discretion, either extend the Probation Period for any period of time (the "Extended Probation Period") or confirm the Employee's employment with the Company.
- c) Subject to Section 8 of this Employment Agreement, the Employee's employment with the Company shall, after the completion of the Probation Period and after the completion of the Extended Probation Period, if any, be deemed to have been confirmed unless the Employee, within a period of fifteen (15) days after the completion of the Probation Period and within a period of fifteen (15) days after the completion of the Extended Probation Period, if any, receives a notice of termination of his/her employment with the Company



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## 2 Time to be devoted to Employment and hours of work

The Employee shall, except during vacation periods or absences due to temporary illness, devote his/her best efforts and full time attention and skill and his/her professional and business time, attention and energies to his/her duties and responsibilities hereunder. The employee is required to dedicate a minimum of 45 (forty five) hours a week towards fulfillment of his/her duties under this Employment Agreement. The requirements of the Employee's employment do call for some flexibility and the Employee will be expected to work such hours as may be necessary for the proper and satisfactory performance of the Employee's duties without additional remuneration. The Employee agrees that he/she will not be entitled to any overtime compensation for additional hours devoted to his/her employment with the Company.

Employee may be required to work either on day or night shifts and which shift pattern employee will be required to work, will be determined and communicated to the employee by their manager. Employee hours and work and shift timing may be subject to variation depending on the schedule operated by their respective team or department, for which employee will be notified from time to time.

#### 3 Duties

- a) The Employee shall during his/her employment under this agreement:
  - i. Perform the duties and discharge the responsibilities of the role
  - ii. In addition to the duties and responsibilities which the position of the Employee normally entails, the Employee may, from time to time, be required to undertake additional or other duties and/or responsibilities consistent with the Employee's designation, and as may be deemed necessary by Head of the Entity to meet the needs of the business of the Company.
- b) The Employee shall be based in Hyderabad but may be required to work in any place within India which the Company may require for the proper performance and exercise of his/her duties and responsibilities and the Employee may be required to travel on the business of the Company anywhere within and outside India.

# 4 Remuneration and Related Matters

- a) Employee's annual salary and other compensation as of the date of this Agreement is as set forth in Exhibit "A" hereto, which are subject to review and modification annually by the Company. The Company shall be entitled to withhold from any payments due to Employee pursuant to the provisions of this Agreement any amounts required to be withheld by any applicable taxing or other authority, or any amounts loaned to Employee by the Company.
- b) The Company shall also reimburse to Employee any reasonable business expenses incurred by the Employee on behalf of the Company, during the Employment Term and arising out of the fulfillment of his/her responsibilities and duties hereunder.

### 5 Hours of Employment and Holidays

Subject to Section 2 and 3 hereof, the Employee shall be entitled to take the public holidays as applicable in the state of Telengana, such number of additional holidays as may be decided, from time to time, by the Company.

CIN:U7413 In accordance with the company policy, the Employee shall be entitled to take Fifteen (15) days' Earned Leave and Five (5) Casual Leave for every year of service.



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#### 6 Policies and Practices

The Employee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time and communicate to the Employee and to indemnify the Company for any loss suffered as a consequence of a breach by the Employee of the Company rules, regulations, instructions, policies, practices and procedures, if these losses are a direct result of gross negligence on part of the Employee.

Such rules, regulations, instructions, policies, practices and procedures are set forth in the Company's Staff Hand Book, and are incorporated in this Employment Agreement by reference. The Employee shall receive a copy of the Company's Staff Hand Book on their first day of employment.

Additional Employment-Related Agreements and Codes

You will also be required to complete State Street's online Standard of Conduct (and Code of Ethics where applicable) certification and learning assessment following the commencement of employment, as a condition of continued employment

In addition, where applicable, if you accept this offer of employment you will become subject to the [State Street Global Advisors/SSGA Funds Management, Inc.] [State Street Global Markets] [IMS West] Code of Ethics enclosed within, which includes certain trading requirements such as pre-clearance and use of designated brokers. By signing and returning this offer, you acknowledge and agree that you will comply with the Code of Ethics (as it may be in effect from time to time) throughout your employment.

# 7 Employment Benefits

The Employee shall receive the following employment benefits:

- a) The Company shall every year contribute to the provident fund established under the Employees Provident Fund Scheme ("Provident Fund Scheme") framed under Section 5 of The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, as amended (the "Provident Fund Act") an amount equal to 12% of the Salary and relevant allowances. The Employee hereby agrees and confirms that the Company shall be entitled to, and shall, deduct from the Employee's Salary and pay to the provident fund established under the Provident Fund Scheme as the Employee's contribution to such fund an amount equal to 12% of the Salary and relevant allowances. Such contributions shall be made in accordance with the provisions of the Provident Fund Scheme and the Provident Fund Act. If such provisions require payment on a monthly basis, then the contributions shall be made with reference to the pro-rated monthly amount of the Salary and relevant allowances payable to the Employee under this agreement.
- b) The Company shall every year make contributions to a gratuity fund as per the applicable law.

# 8 Termination of Employment by Company

a) The Employee's employment may be terminated by the Company upon the occurrence of any one or more of the following events:



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- i. death of the Employee;
- ii. the failure by the Employee to substantially or satisfactorily perform his/her duties hereunder, as a result of physical or mental incapacity (hereinafter referred to as "disability"), which disability shall continue for more than three (3) consecutive months or an aggregate of more than five (5) months in any calendar year ("Permanent Disability"); or
- iii. for "Cause", which shall mean the following:
  - a) the willful failure by the Employee to substantially perform his/her duties hereunder (including the breach of any provision of Sections 11 and/or 12 for reasons other than death or disability);
  - b) the commission by the Employee of an act constituting fraud or any other criminal offence against the Company or otherwise;
  - c) any act or failure to act by the Employee which involves dishonesty in the course of his/her employment or theft of the Company's assets;
  - d) Employee's refusal or willful failure to act in accordance with any direction or order of the Company and/or of his/her superiors in the Company, or material neglect, which continues after the Employee has been given five (5) days prior written notice and an opportunity to cure;
  - e) conviction of the Employee for any criminal offence (other than an offence under road traffic law for which the Employee is not sentenced to any term of imprisonment whether immediate or suspended); or
  - f) Employee's willful or intentional act or conduct that in any way has a direct, substantial and adverse effect on the Company's business, operations or reputation.
  - g) Employee's unauthorised absence from work for a period of 5 or more days.
- b) The Company may at any time and in its sole discretion, by giving sixty (60) days written notice to the Employee, or by payment of Salary in lieu thereof, terminate this Employment Agreement 'at will' for any reason, including those not set forth in Section 8 (a). However, the Company shall not be obligated to pay, in lieu of the sixty (60) days written notice, the salary of the employee if, the employee's employment is terminated under clause 8 (a) (iii) (g) of this Employment Agreement.

## 9 Termination of Employment by the Employee

The Employee may terminate his/her employment under this Employment Agreement for Good Reason. For purposes of this Agreement, "Good Reason" shall mean any reduction in or failure by the Company to pay the compensation and benefits provided for in this Employment Agreement after the Employee has given the Company sixty (60) days written notice and the opportunity to cure such failure.



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### 10 Obligations upon Termination

- 1 Payments. The Company shall not be obligated to pay and shall not be liable to the Employee for any termination of the Employee's employment hereunder if such termination is in accordance with the terms of this Employment Agreement.
- 2 Death and Permanent Disability. If the Employee dies or suffers from a permanent disability while employed under this Employment Agreement, the Company shall make due payments as required in connection with the Employee's provident fund and gratuity fund to the Employee, the Employee's nominee(s) or, if no nomination has been made, to his/her legal heirs as the case maybe.

#### 11 Disclosure of Information

- a) All memoranda, notes, records or other documents made or compiled by the Employee or made available to him/her during the Employment Term concerning the business and/or operations of the Company shall be the Company's property and shall, if in the possession or under the control of the Employee, be delivered to the Company on the termination of the Employee's employment. The Employee shall not use for himself /herself or others, or divulge to others, any proprietary or confidential information of the Company, obtained by him/her as a result of his/her employment, unless authorized by the Company. For purposes of this Section 11, the term "proprietary or confidential information" shall mean all information which is known only to the Employee and/or to other current or former employees of the Company, consultants of the Company or others in a confidential relationship with the Company and relates to specific matters including but not limited to trade secrets, marketing programs, customers, potential customers and vendor lists, pricing and credit techniques, program codes, software design, know how, research and development activities, private processes, and books and records as they may exist from time to time, other technical and business information indicated expressly by the Company to be proprietary, any information that is in fact treated as proprietary by the Company insofar as it is kept secret, stamped with a restrictive legend, and/or access to the information is restricted.
- b) The Employee hereby agrees to unconditionally, irrevocably and as soon as is practicably possible assign, grant and transfer to the Company all his/her ownership rights and beneficial interests, including all intellectual property rights, in every work product which is used or created in the course of his/her employment with the Company. The Employee shall fully cooperate with the Company in this regard and shall immediately sign and execute any document, provided by the Company to the Employee, as is required by the Company to seek any protection under Section 11(b) of this Employment Agreement.
- c) In the event of a breach or a threatened breach by the Employee of the provisions of this Section 11, the Company shall be entitled to an injunction restraining the Employee from disclosing, in whole or in part, the aforementioned proprietary or confidential information of the Company, or from rendering any services to any person, firm, corporation, association or other entity to whom such proprietary or confidential information, in whole or in part has been disclosed or is threatened to be disclosed. Nothing herein contained shall be construed as prohibiting the Company from pursuing any other remedies available to the Company for such breach or threatened breach including the recovery of damages from the Employee.
- d) The Employee hereby warrants and represents that he is not prohibited by any agreement or the order of any court from entering into and carrying out the terms of this Employment Agreement.



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#### 12 Non Competition and Non-Solicitation

- a) Expressly in consideration for the Company's agreement to employ the Employee under the terms and conditions of this Agreement and the promises made by the Company in this Employment Agreement, the Employee agrees that:
  - During the Employment Term, the Employee shall not (without the express written approval of the Company's Board of Directors) directly or indirectly own (partially or completely) or control, whether through ownership of shares, contract or otherwise, or work or render services for, be employed or engaged by, represent in any capacity, or advise or consult (whether or not for compensation), any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which conducts or is involved with any business activity that competes with any service provided by the Company (the services provided by the Company, the "Services"); and
- b) For a period of one (1) year following the Employment Term, the Employee shall not directly or indirectly solicit or accept from any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which, during said one (1) year period is a Services customer of the Company, any of such customer's business which involves any services that directly or indirectly competes with any Services; and
- c) For a period of one (1) year following the Employment Term, the Employee shall not directly or indirectly employ, engage, contract in any manner for the services of, or solicit the services of any person who is or, at any time during the Employment Term, was an employee of the Company; and
- d) Each time period specified in paragraphs (ii) and (iii) above in this Section 12(a), shall be extended to include: (A) any period of time during which the Employee was engaged in activities constituting a breach of this Employment Agreement; (B) any period of time during which litigation or arbitration transpires regarding any Employee's activities constituting a breach or alleged breach of the Employment Agreement; and (C) any period of time during which Employee provides services to or through the Company as a consultant or other independent contractor after termination of this Agreement.

The Employee's promise, duties and obligations made in this Section 12 shall survive the termination of this Employment Agreement, for any reason whatsoever, by either party to the Employment Agreement (for any reason whatsoever). If any of the restrictions contained in this Section 12 are ever judicially held to exceed the time limitations permitted by applicable law, then such restrictions shall be deemed to be automatically amended and revised to comply with the maximum time limitations permitted by applicable law. If the Employee breaches any or all of the promises in this Section 12, the parties to this Employment Agreement acknowledge and agree that the Company will suffer immediate, material, immeasurable, continuing and irreparable damage and harm and the remedies at law for the Employee's breach will be inadequate (and the Employee hereby waives the claim or defense that an adequate remedy at law is available). The Company therefore shall be entitled to injunctive relief against the Employee in addition to any and all other legal or equitable remedies (including, but not limited to, an action and judgment for damages), and the Employee hereby waives and relinquishes any requirement that the Company post a bond or other security for such injunctive relief.



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## 13 Conditions of Employment.

Notwithstanding anything to the contrary, the Employee's employment with the Company pursuant to this Employment Agreement is subject to the Employee's (1) completing, to the Company's satisfaction, background screening procedures, including without limitation fingerprinting and credit check, (2) execution of the State Street Corporation Confidentiality Agreement, (3) verification of the Employee's right to work, and (4) certification of the Employee's compliance with the State Street Corporation Standard of Conduct.

## 14 Dispute Resolution

Any dispute or controversy arising out of or relating to this Employment Agreement shall be settled by arbitration to be held in Mumbai, Maharashtra, India in accordance with the Arbitration and Conciliation Act, 1996 (the 'Arbitration Act'), as then existing, in the English language, and shall be heard and determined by an arbitral tribunal composed of a sole arbitrator appointed by agreement between the parties hereto. If the Parties fail to reach an agreement with respect to the appointment of an arbitrator within 30 (thirty) calendar days of any Party's notice to the other Party of the existence of a dispute, the arbitrator shall be selected according to the Arbitration Act. The decision of the arbitrator shall be final, conclusive and binding on the Parties. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either Party from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security.

# 15 Specific Performance

The Employee acknowledges and confirms that this Employment Agreement, and specifically restraints imposed upon him/her pursuant to Sections 11 and 12, do not constitute an agreement by which the Employee is restrained from exercising a lawful profession, trade or business of any kind. The Employee also acknowledges and confirms that the requirements and restraints imposed upon him/her pursuant to Sections 11 and 12 hereof are no greater than are reasonably necessary to preserve and protect the assets and legitimate business interests of the Company and to provide the benefits to which the Company is entitled hereunder, and that said restraints will not impose undue hardship upon the Employee and that any violation of any of the provisions of such Sections would irreparably injure the Company. Accordingly, the Company may, in addition to pursuing its other remedies, obtain an injunction from any court having jurisdiction over the matter against the Employee for any such violation. No bond or other security shall be required from the Company in connection with such injunction and the Employee hereby waives and agrees not to assert before any such court any claim or defense as to the availability to the Company of other remedies at law or in equity. The Employee understands that nothing in this Agreement restrains the Employee from engaging, after his/her employment by the Company ceases, in any lawful profession, trade or business or employment with any other firm or body corporate which does not involve activities in violation of any of the terms of Section 12.

### 16 Representations.

The Employee hereby represents, acknowledges and confirms that:

a) the Employee has executed and delivered this Employment Agreement as his/her free and voluntary act, after having determined that the provisions contained herein are of a material benefit to him/her, and that the duties and obligations imposed on him hereunder are fair and reasonable and will not prevent him/her from earning a comparable livelihood following the termination of his/her employment with the Company;



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- b) the Employee has read and fully understands the terms and conditions set forth herein, has had time to reflect on and consider the benefits and consequences of entering into this Employment Agreement, and has had the opportunity to review the terms hereof with an attorney or other representative if he so chooses;
- c) the execution and delivery of this Employment Agreement by the Employee does not conflict with, or result in a breach of or constitute a default under, any agreement or contract, whether oral or written, to which the Employee is a party or by which the Employee may be bound.

#### 17 Waiver of Breach

A waiver by the Company of a breach of any provision of this Employment Agreement by the Employee shall not operate or be construed as a waiver or estoppels of any subsequent breach by the Employee. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

### 18 Assignment

This Employment Agreement is personal in nature and may not be assigned or transferred by the Employee without the prior written consent of the Company.

### 19 Miscellaneous

a) Notices. All notices required or permitted to be given under the provisions of this Employment Agreement shall be in writing and delivered personally or by certified or registered mail, return receipt requested, postage prepaid, or given by a nationally recognized courier service providing for proof of delivery to the following persons at the following addresses, or to such other persons at such other addresses as any party may request by notice in writing to the other party to this Agreement:

If to the Employee:

1-9-278/49/c/1 Parsigutta Ramnagar Hyderabad PIN: 500044

If to the Company: 12th Floor, One BKC Building Bandra Kurla Complex, Bandra (East) Bandra (East) Mumbai, Maharashtra



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- b) Construction. This Employment Agreement shall be construed with, and be governed by, the laws of India without giving effect to the principles of conflicts of laws thereof.
- c) Entire Agreement. This instrument contains the entire understanding and agreement between the parties relating to the subject matter hereof and all prior oral and written agreements are extinguished, and neither this Employment Agreement nor any provision hereof may be waived, modified, amended, changed, discharged or terminated, except by an agreement in writing signed by the party against whom enforcement of any waiver, modification, change, amendment, discharge or termination is sought.
- d) Binding Effect. This Employment Agreement shall inure to the benefit of, and may be enforced by, the Company, its successors and assigns and shall be binding upon the Employee.
- e) Illegality. If any one or more of the provisions of this Employment Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
- f) Captions. The captions of the sections hereof are for convenience only and shall not control or affect the meaning or construction of any of the terms or provisions of this Employment Agreement.
- g) Collective Bargaining Agreement. This Employment Agreement and the terms and conditions of employment of the Employee shall not be governed by or subject to any existing or hereafter executed collective bargaining agreement including any applicable collective bargaining laws.
- h) Counterparts. This Employment Agreement may be executed in several counterparts, each of which shall be considered on original, but which when taken together, shall constitute one agreement.

You are required to sign and return this contract to indicate that you have read and understood the above terms and conditions.

I shall look forward to receiving from you the signed duplicate of this letter as soon as possible

For StateStreet Corporate Services Mumbai Private Limited

Chiranjeevi Koppula Vice President - Human Resources

G. Clurci.

This is an electronically signed letter and hence does not require a wet ink signature

I hereby confirm my agreement with the terms and conditions of employment set out in this letter.

Sign

Name : P. Naga Vaishnavi

Date



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#### Exhibit "A"

Name	P. Naga Vaishnavi
Designation	Associate 1

SALARY COMPONENTS	MONTHLY	ANNUAL
Basic	8,750	105,000
Home Rental Allowance	4,375	52,500
Leave Travel Allowance	1,458	17,500
Statutory Bonus	1,750	21,000
Special Allowance	6,447	77,360
Employee State Insurance- Company Contribution	-	-
Provident Fund - Company Contribution	1,800	21,600
Gratuity - Company Contribution	420	5,040
GUARANTEED CASH (TOTAL COMPENSATION)	25,000	300,000

<sup>\*</sup> Allowances are subject to all applicable taxes. LTA is non-taxable only if proof of actual expenditure is provided.

### Variable Bonus:

\* Incentive Compensation (IC): Based on your performance and other business metrics, you may be entitled to an IC. IC is payable only upon achievement of certain objectives and goals and therefore the management enjoys an absolute right in the matters of awarding the IC. This IC is subject to taxation.

# Benefits:

- As a part of the benefits scheme, you will be eligible for Sodexo card with a Monthly credit of Rs. 1,500
- \* Coverage under Group Personal Accident policy of upto 3 times of annual Gross salary
- \* Coverage under Group Term Life Policy of upto 5 times of annual Gross salary
- \* Hospital Insurance coverage of INR 500,000 per annum which includes Family. Family consists of Self, Spouse, two Children and Parents (sub limits for parents).

CIN:U74130KA2007PTC043738

I hereby confirm my agreement with the terms and conditions of employment set out in this letter.

Sign

Name : P. Naga Vaishnavi

Date



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## **EMPLOYMENT AGREEMENT**

This Employment Agreement (the "Employment Agreement") is made on this March 16,2020 by and between StateStreet Corporate Services Mumbai Private Limited, a company incorporated under the laws of India and having its principal place of business at Hyderabad (the "Company"), and Upparipalli Sandhya, an individual, currently residing at Hyderabad (the "Employee").

#### **RECITALS**

WHEREAS, the Employee possesses knowledge, skill and experience advantageous to the Company.WHEREAS, the Company desires to employ the Employee as a 'Associate 1', of the Company on the terms and subject to the conditions set forth in this Employment Agreement and the Employee is willing to be so employed by the Company. NOW, THEREFORE, in consideration of the promises, mutual agreements and covenants contained in this Employment Agreement and other good and valuable consideration (the receipt and sufficiency of which is hereby mutually acknowledged), the Company and the Employee hereby agree as follows:

# **AGREEMENTS**

# 1 Employment

- a) Subject to the terms and conditions of this Employment Agreement, the Company hereby employs the Employee as 'Associate 1', and the Employee hereby agrees to serve the Company in such capacity, as an employee at will , for the period commencing May 18,2020 (the 'Effective Date') and until termination of this Employment Agreement by the Employer, (the 'Employment Term').
- b) The Employment Term includes a three (3) month probation period (the "Probation Period") which shall commence from the Effective Date, following which the Company may, in its sole discretion, either extend the Probation Period for any period of time (the "Extended Probation Period") or confirm the Employee's employment with the Company.
- c) Subject to Section 8 of this Employment Agreement, the Employee's employment with the Company shall, after the completion of the Probation Period and after the completion of the Extended Probation Period, if any, be deemed to have been confirmed unless the Employee, within a period of fifteen (15) days after the completion of the Probation Period and within a period of fifteen (15) days after the completion of the Extended Probation Period, if any, receives a notice of termination of his/her employment with the Company



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## 2 Time to be devoted to Employment and hours of work

The Employee shall, except during vacation periods or absences due to temporary illness, devote his/her best efforts and full time attention and skill and his/her professional and business time, attention and energies to his/her duties and responsibilities hereunder. The employee is required to dedicate a minimum of 45 (forty five) hours a week towards fulfillment of his/her duties under this Employment Agreement. The requirements of the Employee's employment do call for some flexibility and the Employee will be expected to work such hours as may be necessary for the proper and satisfactory performance of the Employee's duties without additional remuneration. The Employee agrees that he/she will not be entitled to any overtime compensation for additional hours devoted to his/her employment with the Company.

Employee may be required to work either on day or night shifts and which shift pattern employee will be required to work, will be determined and communicated to the employee by their manager. Employee hours and work and shift timing may be subject to variation depending on the schedule operated by their respective team or department, for which employee will be notified from time to time.

#### 3 Duties

- a) The Employee shall during his/her employment under this agreement:
  - i. Perform the duties and discharge the responsibilities of the role
  - ii. In addition to the duties and responsibilities which the position of the Employee normally entails, the Employee may, from time to time, be required to undertake additional or other duties and/or responsibilities consistent with the Employee's designation, and as may be deemed necessary by Head of the Entity to meet the needs of the business of the Company.
- b) The Employee shall be based in Hyderabad but may be required to work in any place within India which the Company may require for the proper performance and exercise of his/her duties and responsibilities and the Employee may be required to travel on the business of the Company anywhere within and outside India.

# 4 Remuneration and Related Matters

- a) Employee's annual salary and other compensation as of the date of this Agreement is as set forth in Exhibit "A" hereto, which are subject to review and modification annually by the Company. The Company shall be entitled to withhold from any payments due to Employee pursuant to the provisions of this Agreement any amounts required to be withheld by any applicable taxing or other authority, or any amounts loaned to Employee by the Company.
- b) The Company shall also reimburse to Employee any reasonable business expenses incurred by the Employee on behalf of the Company, during the Employment Term and arising out of the fulfillment of his/her responsibilities and duties hereunder.

### 5 Hours of Employment and Holidays

Subject to Section 2 and 3 hereof, the Employee shall be entitled to take the public holidays as applicable in the state of Telengana, such number of additional holidays as may be decided, from time to time, by the Company.

CIN:U7413 In accordance with the company policy, the Employee shall be entitled to take Fifteen (15) days' Earned Leave and Five (5) Casual Leave for every year of service.



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#### 6 Policies and Practices

The Employee agrees to abide by all the Company rules, regulations, instructions, policies, practices and procedures which the Company may amend from time to time and communicate to the Employee and to indemnify the Company for any loss suffered as a consequence of a breach by the Employee of the Company rules, regulations, instructions, policies, practices and procedures, if these losses are a direct result of gross negligence on part of the Employee.

Such rules, regulations, instructions, policies, practices and procedures are set forth in the Company's Staff Hand Book, and are incorporated in this Employment Agreement by reference. The Employee shall receive a copy of the Company's Staff Hand Book on their first day of employment.

Additional Employment-Related Agreements and Codes

You will also be required to complete State Street's online Standard of Conduct (and Code of Ethics where applicable) certification and learning assessment following the commencement of employment, as a condition of continued employment

In addition, where applicable, if you accept this offer of employment you will become subject to the [State Street Global Advisors/SSGA Funds Management, Inc.] [State Street Global Markets] [IMS West] Code of Ethics enclosed within, which includes certain trading requirements such as pre-clearance and use of designated brokers. By signing and returning this offer, you acknowledge and agree that you will comply with the Code of Ethics (as it may be in effect from time to time) throughout your employment.

# 7 Employment Benefits

The Employee shall receive the following employment benefits:

- a) The Company shall every year contribute to the provident fund established under the Employees Provident Fund Scheme ("Provident Fund Scheme") framed under Section 5 of The Employees' Provident Funds and Miscellaneous Provisions Act, 1952, as amended (the "Provident Fund Act") an amount equal to 12% of the Salary and relevant allowances. The Employee hereby agrees and confirms that the Company shall be entitled to, and shall, deduct from the Employee's Salary and pay to the provident fund established under the Provident Fund Scheme as the Employee's contribution to such fund an amount equal to 12% of the Salary and relevant allowances. Such contributions shall be made in accordance with the provisions of the Provident Fund Scheme and the Provident Fund Act. If such provisions require payment on a monthly basis, then the contributions shall be made with reference to the pro-rated monthly amount of the Salary and relevant allowances payable to the Employee under this agreement.
- b) The Company shall every year make contributions to a gratuity fund as per the applicable law.

# 8 Termination of Employment by Company

a) The Employee's employment may be terminated by the Company upon the occurrence of any one or more of the following events:



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- i. death of the Employee;
- ii. the failure by the Employee to substantially or satisfactorily perform his/her duties hereunder, as a result of physical or mental incapacity (hereinafter referred to as "disability"), which disability shall continue for more than three (3) consecutive months or an aggregate of more than five (5) months in any calendar year ("Permanent Disability"); or
- iii. for "Cause", which shall mean the following:
  - a) the willful failure by the Employee to substantially perform his/her duties hereunder (including the breach of any provision of Sections 11 and/or 12 for reasons other than death or disability);
  - b) the commission by the Employee of an act constituting fraud or any other criminal offence against the Company or otherwise;
  - c) any act or failure to act by the Employee which involves dishonesty in the course of his/her employment or theft of the Company's assets;
  - d) Employee's refusal or willful failure to act in accordance with any direction or order of the Company and/or of his/her superiors in the Company, or material neglect, which continues after the Employee has been given five (5) days prior written notice and an opportunity to cure;
  - e) conviction of the Employee for any criminal offence (other than an offence under road traffic law for which the Employee is not sentenced to any term of imprisonment whether immediate or suspended); or
  - f) Employee's willful or intentional act or conduct that in any way has a direct, substantial and adverse effect on the Company's business, operations or reputation.
  - g) Employee's unauthorised absence from work for a period of 5 or more days.
- b) The Company may at any time and in its sole discretion, by giving sixty (60) days written notice to the Employee, or by payment of Salary in lieu thereof, terminate this Employment Agreement 'at will' for any reason, including those not set forth in Section 8 (a). However, the Company shall not be obligated to pay, in lieu of the sixty (60) days written notice, the salary of the employee if, the employee's employment is terminated under clause 8 (a) (iii) (g) of this Employment Agreement.

## 9 Termination of Employment by the Employee

The Employee may terminate his/her employment under this Employment Agreement for Good Reason. For purposes of this Agreement, "Good Reason" shall mean any reduction in or failure by the Company to pay the compensation and benefits provided for in this Employment Agreement after the Employee has given the Company sixty (60) days written notice and the opportunity to cure such failure.



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### 10 Obligations upon Termination

- 1 Payments. The Company shall not be obligated to pay and shall not be liable to the Employee for any termination of the Employee's employment hereunder if such termination is in accordance with the terms of this Employment Agreement.
- 2 Death and Permanent Disability. If the Employee dies or suffers from a permanent disability while employed under this Employment Agreement, the Company shall make due payments as required in connection with the Employee's provident fund and gratuity fund to the Employee, the Employee's nominee(s) or, if no nomination has been made, to his/her legal heirs as the case maybe.

#### 11 Disclosure of Information

- a) All memoranda, notes, records or other documents made or compiled by the Employee or made available to him/her during the Employment Term concerning the business and/or operations of the Company shall be the Company's property and shall, if in the possession or under the control of the Employee, be delivered to the Company on the termination of the Employee's employment. The Employee shall not use for himself /herself or others, or divulge to others, any proprietary or confidential information of the Company, obtained by him/her as a result of his/her employment, unless authorized by the Company. For purposes of this Section 11, the term "proprietary or confidential information" shall mean all information which is known only to the Employee and/or to other current or former employees of the Company, consultants of the Company or others in a confidential relationship with the Company and relates to specific matters including but not limited to trade secrets, marketing programs, customers, potential customers and vendor lists, pricing and credit techniques, program codes, software design, know how, research and development activities, private processes, and books and records as they may exist from time to time, other technical and business information indicated expressly by the Company to be proprietary, any information that is in fact treated as proprietary by the Company insofar as it is kept secret, stamped with a restrictive legend, and/or access to the information is restricted.
- b) The Employee hereby agrees to unconditionally, irrevocably and as soon as is practicably possible assign, grant and transfer to the Company all his/her ownership rights and beneficial interests, including all intellectual property rights, in every work product which is used or created in the course of his/her employment with the Company. The Employee shall fully cooperate with the Company in this regard and shall immediately sign and execute any document, provided by the Company to the Employee, as is required by the Company to seek any protection under Section 11(b) of this Employment Agreement.
- c) In the event of a breach or a threatened breach by the Employee of the provisions of this Section 11, the Company shall be entitled to an injunction restraining the Employee from disclosing, in whole or in part, the aforementioned proprietary or confidential information of the Company, or from rendering any services to any person, firm, corporation, association or other entity to whom such proprietary or confidential information, in whole or in part has been disclosed or is threatened to be disclosed. Nothing herein contained shall be construed as prohibiting the Company from pursuing any other remedies available to the Company for such breach or threatened breach including the recovery of damages from the Employee.
- d) The Employee hereby warrants and represents that he is not prohibited by any agreement or the order of any court from entering into and carrying out the terms of this Employment Agreement.



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#### 12 Non Competition and Non-Solicitation

- a) Expressly in consideration for the Company's agreement to employ the Employee under the terms and conditions of this Agreement and the promises made by the Company in this Employment Agreement, the Employee agrees that:
  - During the Employment Term, the Employee shall not (without the express written approval of the Company's Board of Directors) directly or indirectly own (partially or completely) or control, whether through ownership of shares, contract or otherwise, or work or render services for, be employed or engaged by, represent in any capacity, or advise or consult (whether or not for compensation), any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which conducts or is involved with any business activity that competes with any service provided by the Company (the services provided by the Company, the "Services"); and
- b) For a period of one (1) year following the Employment Term, the Employee shall not directly or indirectly solicit or accept from any person, sole proprietorship, partnership, body corporate or other entity (governmental or otherwise) who or which, during said one (1) year period is a Services customer of the Company, any of such customer's business which involves any services that directly or indirectly competes with any Services; and
- c) For a period of one (1) year following the Employment Term, the Employee shall not directly or indirectly employ, engage, contract in any manner for the services of, or solicit the services of any person who is or, at any time during the Employment Term, was an employee of the Company; and
- d) Each time period specified in paragraphs (ii) and (iii) above in this Section 12(a), shall be extended to include: (A) any period of time during which the Employee was engaged in activities constituting a breach of this Employment Agreement; (B) any period of time during which litigation or arbitration transpires regarding any Employee's activities constituting a breach or alleged breach of the Employment Agreement; and (C) any period of time during which Employee provides services to or through the Company as a consultant or other independent contractor after termination of this Agreement.

The Employee's promise, duties and obligations made in this Section 12 shall survive the termination of this Employment Agreement, for any reason whatsoever, by either party to the Employment Agreement (for any reason whatsoever). If any of the restrictions contained in this Section 12 are ever judicially held to exceed the time limitations permitted by applicable law, then such restrictions shall be deemed to be automatically amended and revised to comply with the maximum time limitations permitted by applicable law. If the Employee breaches any or all of the promises in this Section 12, the parties to this Employment Agreement acknowledge and agree that the Company will suffer immediate, material, immeasurable, continuing and irreparable damage and harm and the remedies at law for the Employee's breach will be inadequate (and the Employee hereby waives the claim or defense that an adequate remedy at law is available). The Company therefore shall be entitled to injunctive relief against the Employee in addition to any and all other legal or equitable remedies (including, but not limited to, an action and judgment for damages), and the Employee hereby waives and relinquishes any requirement that the Company post a bond or other security for such injunctive relief.



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## 13 Conditions of Employment.

Notwithstanding anything to the contrary, the Employee's employment with the Company pursuant to this Employment Agreement is subject to the Employee's (1) completing, to the Company's satisfaction, background screening procedures, including without limitation fingerprinting and credit check, (2) execution of the State Street Corporation Confidentiality Agreement, (3) verification of the Employee's right to work, and (4) certification of the Employee's compliance with the State Street Corporation Standard of Conduct.

## 14 Dispute Resolution

Any dispute or controversy arising out of or relating to this Employment Agreement shall be settled by arbitration to be held in Mumbai, Maharashtra, India in accordance with the Arbitration and Conciliation Act, 1996 (the 'Arbitration Act'), as then existing, in the English language, and shall be heard and determined by an arbitral tribunal composed of a sole arbitrator appointed by agreement between the parties hereto. If the Parties fail to reach an agreement with respect to the appointment of an arbitrator within 30 (thirty) calendar days of any Party's notice to the other Party of the existence of a dispute, the arbitrator shall be selected according to the Arbitration Act. The decision of the arbitrator shall be final, conclusive and binding on the Parties. Notwithstanding the foregoing, nothing contained herein shall be deemed to prevent either Party from seeking and obtaining injunctive and equitable relief from any court of competent jurisdiction without the posting of any bond or other security.

# 15 Specific Performance

The Employee acknowledges and confirms that this Employment Agreement, and specifically restraints imposed upon him/her pursuant to Sections 11 and 12, do not constitute an agreement by which the Employee is restrained from exercising a lawful profession, trade or business of any kind. The Employee also acknowledges and confirms that the requirements and restraints imposed upon him/her pursuant to Sections 11 and 12 hereof are no greater than are reasonably necessary to preserve and protect the assets and legitimate business interests of the Company and to provide the benefits to which the Company is entitled hereunder, and that said restraints will not impose undue hardship upon the Employee and that any violation of any of the provisions of such Sections would irreparably injure the Company. Accordingly, the Company may, in addition to pursuing its other remedies, obtain an injunction from any court having jurisdiction over the matter against the Employee for any such violation. No bond or other security shall be required from the Company in connection with such injunction and the Employee hereby waives and agrees not to assert before any such court any claim or defense as to the availability to the Company of other remedies at law or in equity. The Employee understands that nothing in this Agreement restrains the Employee from engaging, after his/her employment by the Company ceases, in any lawful profession, trade or business or employment with any other firm or body corporate which does not involve activities in violation of any of the terms of Section 12.

### 16 Representations.

The Employee hereby represents, acknowledges and confirms that:

a) the Employee has executed and delivered this Employment Agreement as his/her free and voluntary act, after having determined that the provisions contained herein are of a material benefit to him/her, and that the duties and obligations imposed on him hereunder are fair and reasonable and will not prevent him/her from earning a comparable livelihood following the termination of his/her employment with the Company;



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- b) the Employee has read and fully understands the terms and conditions set forth herein, has had time to reflect on and consider the benefits and consequences of entering into this Employment Agreement, and has had the opportunity to review the terms hereof with an attorney or other representative if he so chooses;
- c) the execution and delivery of this Employment Agreement by the Employee does not conflict with, or result in a breach of or constitute a default under, any agreement or contract, whether oral or written, to which the Employee is a party or by which the Employee may be bound.

#### 17 Waiver of Breach

A waiver by the Company of a breach of any provision of this Employment Agreement by the Employee shall not operate or be construed as a waiver or estoppels of any subsequent breach by the Employee. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

### 18 Assignment

This Employment Agreement is personal in nature and may not be assigned or transferred by the Employee without the prior written consent of the Company.

### 19 Miscellaneous

a) Notices. All notices required or permitted to be given under the provisions of this Employment Agreement shall be in writing and delivered personally or by certified or registered mail, return receipt requested, postage prepaid, or given by a nationally recognized courier service providing for proof of delivery to the following persons at the following addresses, or to such other persons at such other addresses as any party may request by notice in writing to the other party to this Agreement:

If to the Employee:

plot no:360/p,TNGO'S colony,katedan rajendranagar rangareddy PIN:500005

If to the Company: 12th Floor, One BKC Building Bandra Kurla Complex, Bandra (East) Bandra (East) Mumbai, Maharashtra

STATE STREET.

Highly Confidential

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- b) Construction. This Employment Agreement shall be construed with, and be governed by, the laws of India without giving effect to the principles of conflicts of laws thereof.
- c) Entire Agreement. This instrument contains the entire understanding and agreement between the parties relating to the subject matter hereof and all prior oral and written agreements are extinguished, and neither this Employment Agreement nor any provision hereof may be waived, modified, amended, changed, discharged or terminated, except by an agreement in writing signed by the party against whom enforcement of any waiver, modification, change, amendment, discharge or termination is sought.
- d) Binding Effect. This Employment Agreement shall inure to the benefit of, and may be enforced by, the Company, its successors and assigns and shall be binding upon the Employee.
- e) Illegality. If any one or more of the provisions of this Employment Agreement shall be invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
- f) Captions. The captions of the sections hereof are for convenience only and shall not control or affect the meaning or construction of any of the terms or provisions of this Employment Agreement.
- g) Collective Bargaining Agreement. This Employment Agreement and the terms and conditions of employment of the Employee shall not be governed by or subject to any existing or hereafter executed collective bargaining agreement including any applicable collective bargaining laws.
- h) Counterparts. This Employment Agreement may be executed in several counterparts, each of which shall be considered on original, but which when taken together, shall constitute one agreement.

You are required to sign and return this contract to indicate that you have read and understood the above terms and conditions.

I shall look forward to receiving from you the signed duplicate of this letter as soon as possible

For StateStreet Corporate Services Mumbai Private Limited

Chiranjeevi Koppula Vice President - Human Resources

G. Clurci.

This is an electronically signed letter and hence does not require a wet ink signature

------

I hereby confirm my agreement with the terms and conditions of employment set out in this letter.

Sign

Name : Upparipalli Sandhya

Date :



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#### Exhibit "A"

Name	Upparipalli Sandhya
Designation	Associate 1

SALARY COMPONENTS	MONTHLY	ANNUAL
Basic	8,750	105,000
Home Rental Allowance	4,375	52,500
Leave Travel Allowance	1,458	17,500
Statutory Bonus	1,750	21,000
Special Allowance	6,447	77,360
Employee State Insurance- Company Contribution	-	-
Provident Fund - Company Contribution	1,800	21,600
Gratuity - Company Contribution	420	5,040
GUARANTEED CASH (TOTAL COMPENSATION)	25,000	300,000

<sup>\*</sup> Allowances are subject to all applicable taxes. LTA is non-taxable only if proof of actual expenditure is provided.

### Variable Bonus:

\* Incentive Compensation (IC): Based on your performance and other business metrics, you may be entitled to an IC. IC is payable only upon achievement of certain objectives and goals and therefore the management enjoys an absolute right in the matters of awarding the IC. This IC is subject to taxation.

# Benefits:

- As a part of the benefits scheme, you will be eligible for Sodexo card with a Monthly credit of Rs. 1,500
- \* Coverage under Group Personal Accident policy of upto 3 times of annual Gross salary
- \* Coverage under Group Term Life Policy of upto 5 times of annual Gross salary
- \* Hospital Insurance coverage of INR 500,000 per annum which includes Family. Family consists of Self, Spouse, two Children and Parents (sub limits for parents).

CIN:U74130KA2007PTC043738

I hereby confirm my agreement with the terms and conditions of employment set out in this letter.

Sign

Name : Upparipalli Sandhya

Date :