

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC
Mehdipatnam, Hyderabad.



CRITERION V STUDENT SUPPORT AND PROGRESSION

5.2.1 Student placements and progression Placements - 2021-2022

Placements

Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order (the above list should be available on institutional website)					
S.No	Name of the Student with details	Combination	Name of the Company	Compensation	Number / Link
2021-2022					476
1	Mounika- 9392876756	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	2021-2022 Link
2	Shruthi- 7330751515	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
3	Aarthi- 7661999878	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
4	P.Akshaya Reddy- 6305691732	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
5	S.Nikitha- 9347832332	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
6	U.Chaitanya- 7674085824	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
7	M.Satya- 9381311350	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
8	S.Sumalatha- 9133179286	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
9	Y.Mounika Reddy- 7032029298	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
10	Navya- 6304152117	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
11	Afrah Arif- 9398753062	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
12	Y.Divya Sree- 9381234723	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
13	T.Akanksha- 8978893336	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
14	Vandana Lalitha- 9391597978	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
15	M. Pooja Devi- 8374421478	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
16	I.Harshitha- 9014166868	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
17	Kolla Sowmya- 7337063933	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
18	Nangunuri Manasa- 8367312773	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
19	Sravani Patil- 6301512695	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
20	Nitya Vaishnavi.Vedula- 9493712132	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
21	C.Shirisha- 7093895884	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
22	N. M. Anusha- 6300303086	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
23	Vidhi Tiwari- 9885154739	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
24	N.Sri Druthi- 9493612632	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
25	B.Mary- 9100351640	B.Sc	WMS- Srinidhi- 9390908645	4,20,000	
26	Shivani Mohanty-8639455240	BBA	Deloitte-Rishika-9597366890	3,57,500	
27	Mohammad Shahana Soasin- 9347286539	B.Com	Deloitte-Rishika-9597366890	5,50,000	
28	Nidhi Vyas- 9347128253	B.Com	Deloitte-Rishika-9597366890	5,50,000	
29	N.Krupa-6303429188	B.Com	Deloitte-Rishika-9597366890	5,50,000	
30	Rida Fatima- 8367336512	B.Com	Deloitte-Rishika-9597366890	5,50,000	
31	S.Srinidhi- 9701206736	B.Com	Deloitte-Rishika-9597366890	5,50,000	
32	Tasmiya Khatija- 9502982170	B.Com	Deloitte-Rishika-9597366890	5,50,000	
33	Akanksha Talwar- 7207190440	B.Sc	Deloitte-Rishika-9597366890	3,57,500	
34	Sheetal Jamkar- 9390658729	B.Sc	Deloitte-Rishika-9597366890	3,57,500	
35	T.Sneha Latha- 8978461706	B.Sc	Deloitte-Rishika-9597366890	3,57,500	
36	Velimidi Bhargavi- 9121406942	B.Sc	Deloitte-Rishika-9597366890	3,57,500	

37	Nandini Reddy Bachugudem- 9346182852	B.Sc	Deloitte-Rishika-9597366890	3,57,500	
38	Sindhuja Thalugula- 9490605474	B.Sc	Deloitte-Rishika-9597366890	3,57,500	
39	Vidhi Tiwari- 9885154739	B.Sc	Deloitte-Rishika-9597366890	3,57,500	
40	Guduru Nikhitha- 7032450650	B.Sc	Deloitte-Rishika-9597366890	3,57,500	
41	Varsha Gupta Vishwanatham- 9492432701	B.Sc	Deloitte-Rishika-9597366890	3,57,500	
42	Eram Aijaz- 9985570637	B.Com	Optum- Rohit Singh- 8130588864	4,06,000	
43	Anushka Sharon- 9985239401	B.Sc	Wipro-Flory Wilson-63648 80423	2,50,000	
44	Harshitha- 9014166868	B.Sc	Wipro-Flory Wilson-63648 80423	2,50,000	
45	Udayasree- 8333934135	B.Sc	Wipro-Flory Wilson-63648 80423	2,50,000	
46	Keerthana- 9542503743	B.Sc	Wipro-Flory Wilson-63648 80423	2,50,000	
47	Anusha- 9398009352	B.Sc	Wipro-Flory Wilson-63648 80423	2,50,000	
48	D.Sri Krishna Kathayani- 8374269600	B.Com	VCP-Sri Vidya-9515083359	upto 1,80,000	
49	D.Sai Kala- 9391559533	B.Sc	VCP-Sri Vidya-9515083359	upto 1,80,000	
50	G.Mamatha- 9550533903	B.Sc	VCP-Sri Vidya-9515083359	upto 1,80,000	
51	P.Hemalatha-9912435738	B.Com	VCP-Sri Vidya-9515083359	upto 1,80,000	
52	Akanksha Modi- 7013890981	B.Com	VCP-Sri Vidya-9515083359	upto 1,80,000	
53	N.Tejaswini-9440552015	B.Sc	VCP-Sri Vidya-9515083359	upto 1,80,000	
54	Aarti- 6302374853	B.Sc	VCP-Sri Vidya-9515083359	upto 1,80,000	
55	K.Sandhya- 9390248903	B.Sc	VCP-Sri Vidya-9515083359	upto 1,80,000	
56	S.Supriya-6303633271	BBA	VCP-Sri Vidya-9515083359	upto 1,80,000	
57	Renukar Chetanya- 9885703041	B.Com	Dell- Sushil-9945705597	7,00,000	
58	Sofiya Jiwani- 6303476725	B.Com	Dell- Sushil-9945705597	7,00,000	
59	K.Divya- 8688115608	B.Com	Dell- Sushil-9945705597	7,00,000	
60	Kanchan Tiwari- 9392965196	B.Com	Dell- Sushil-9945705597	7,00,000	
61	Kaunain Fatima- 9381510816	B.Com	Dell- Sushil-9945705597	7,00,000	
62	Nithya Beecharaju-9550086472	BBA	Dell- Sushil-9945705597	7,00,000	
63	Nadamala Sai Charitha-7330897457	BBA	Dell- Sushil-9945705597	7,00,000	
64	Nemuri Akanksha Goud-9100779763	BBA	Dell- Sushil-9945705597	7,00,000	
65	Jahnvi- 8639961585	B.Sc	TuringMinds.Ai- Pawan Sai Raj-7093028484	7,00,000	
66	Sowkya- 9347746973	B.Sc	TuringMinds.Ai- Pawan Sai Raj-7093028484	7,00,000	
67	Swetha- 9121472674	B.Sc	TuringMinds.Ai- Pawan Sai Raj-7093028484	7,00,000	
68	Deepika- 9390267681	B.Sc	TuringMinds.Ai- Pawan Sai Raj-7093028484	7,00,000	
69	Rakhi- 9063962350	B.Sc	TuringMinds.Ai- Pawan Sai Raj-7093028484	7,00,000	
70	Gayathri7286822043	PGDDA	TuringMinds.Ai- Pawan Sai Raj-7093028484	7,00,000	
71	Preethi7287910813	PGDDA	TuringMinds.Ai- Pawan Sai Raj-7093028484	7,00,000	
72	Keerthana8367703664	PGDDA	TuringMinds.Ai- Pawan Sai Raj-7093028484	7,00,000	
73	Sai Pragnya- 9553408861	B.Com	Loyalty Juggarment- Sujana-7013072831	3,50,000	
74	Stravya Bangaram-8790466485	B.Com	Dollar Business- Bhagyashree P- 8657839932	3,00,000 - 3,50,000	
75	E.Sowmya- 8886144345	B.Com	Dollar Business- Bhagyashree P- 8657839932	3,00,000 - 3,50,000	
76	Sneha Polasa-8331061773	BA	Dollar Business- Bhagyashree P- 8657839932	3,00,000 - 3,50,000	
77	Mounika Gopadi- 8106284518	B.Com	Dollar Business- Bhagyashree P- 8657839932	3,00,000 - 3,50,000	

78	Akhila- 6305584195	B.Com	Dollar Business- Bhagyashree P- 8657839932	3,00,000 - 3.50,000	
79	Jahnvi Boyidi- 8639961585	MSCS	ADP- Srikanth- 9963177500	3,00,000	
80	Uroosa Tazeen- 9182399434	B.Com	ADP- Srikanth- 9963177500	3,00,000	
81	Kolluru Rishitha- 9701634793	B.Com	ADP- Srikanth- 9963177500	3,00,000	
82	Tanya Marie Georgienne-9110378527	B.Com	ADP- Srikanth- 9963177500	3,00,000	
83	Mengekar Devi-9390006103	BBA	ADP- Srikanth- 9963177500	3,00,000	
84	Parikitti Joy Mercy-6301428053	B.Com	ADP- Srikanth- 9963177500	3,00,000	
85	Vasavi Priya Myadam- 6303085173	B.Com	ADP- Srikanth- 9963177500	3,00,000	
86	Sai Pranaya Nijjan- 9490023332	B.Com	ADP- Srikanth- 9963177500	3,00,000	
87	Kavya Sri.E- 9014694164	B.Sc	CSS CORP- Muqeeth-9703202177	2,50,000	
88	Tigulla Deepika- 9848227113	B.Sc	CSS CORP- Muqeeth-9703202177	2,50,000	
89	.M.Shruthi Menon- 6301678701	B.Com	CSS CORP- Muqeeth-9703202177	2,50,000	
90	Mallela Shrayya- 7569181501	B.Sc	CSS CORP- Muqeeth-9703202177	2,50,000	
91	S.N.Nikitha- 9347832332	B.Sc	CSS CORP- Muqeeth-9703202177	2,50,000	
92	Kritika Agarwal-6281532423	B.Sc	CSS CORP- Muqeeth-9703202177	2,50,000	
93	Farjana Khatun-8501946946	B.Com	CSS CORP- Muqeeth-9703202177	2,50,000	
94	Praneetha Rayaprolu- 9346904735	B.Sc	CSS CORP- Muqeeth-9703202177	2,50,000	
95	Akanksha Modi- 7013890981	B.Com	IKS- Riddhi- 9769020433	3,00,000	
96	D.Sai Kala- 9391559533	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
97	P.R.Akshara Sheetal-9618451477	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
98	Sara Qayyum- 8498944432	B.Com	IKS- Riddhi- 9769020433	3,00,000	
99	Sushma Grandhi- 9059155614	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
100	Sharmin Aziz- 7801075755	B.Com	IKS- Riddhi- 9769020433	3,00,000	
101	Divya K- Divya K-9652210082	B.Com	IKS- Riddhi- 9769020433	3,00,000	
102	Deepika Tigulla- 9848227113	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
103	T Navya- 6304152117	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
104	Ramaraju Sneha- 7095547953	B.Com	IKS- Riddhi- 9769020433	3,00,000	
105	Mallam Devika- 8688092443	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
106	Amreen Begum- 8688972962	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
107	Thakur Komal Rani- 9063506867	B.Com	IKS- Riddhi- 9769020433	3,00,000	
108	Kathyayani- 8374269600	B.Com	IKS- Riddhi- 9769020433	3,00,000	
109	Chettipally Anisha- 9014553233	B.Com	IKS- Riddhi- 9769020433	3,00,000	
110	Sowkya Pokala- 9347746973	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
111	Amulya Dola-9849181213	B.Sc	IKS- Riddhi- 9769020433	3,00,000	
112	Kooha Anitha-9032604884	B.Com	HGS- Rani- 8096033091	2,36,000	
113	Kadhuluri Asha- 7997030687	B.Sc	HGS- Rani- 8096033091	2,36,000	
114	Pooja Suresh- 8919164093	B.Com	HGS- Rani- 8096033091	2,36,000	
115	Erra Pragathi-6309091674	BBA	HGS- Rani- 8096033091	2,36,000	
116	Vasamsetty Kavya- 9121389390	B.Sc	HGS- Rani- 8096033091	2,36,000	
117	Modi Akanksha- 7013890981	B.Com	HGS- Rani- 8096033091	2,36,000	
118	Matam Haritha- 9963726527	B.Sc	HGS- Rani- 8096033091	2,36,000	

119	B.G.Alekhyia- 8688009434	B.Com	HGS- Rani- 8096033091	2,36,000	
120	Chennakeshi Akhila-6305584195	B.Com	HGS- Rani- 8096033091	2,36,000	
121	Tiqulla Deepika- 9848227113	B.Sc	HGS- Rani- 8096033091	2,36,000	
122	N.Akshaya Reddy- 6305691732	B.Sc	HGS- Rani- 8096033091	2,36,000	
123	Mallam Devika- 8688092443	B.Sc	HGS- Rani- 8096033091	2,36,000	
124	Prasanna Lakshmi- 9014889719	B.Sc	Alpha Numero- Hymavathi- 8639088463	2,60,000	
125	Bhavani-9949976641	PGDDA	K & S Partners	2,80,000	
126	Maria Merina-8374396723	BBA	ICICI Prudential Life Insurance- Sudheera- 8885115269	2,45,000	
127	Vasamsetty Kavya- 9121389390	B.Sc	ICICI Prudential Life Insurance- Sudheera- 8885115269	2,45,000	
128	Vaishali Awasthi-9441186538	BA	ICICI Prudential Life Insurance- Sudheera- 8885115269	2,45,000	
129	Koregone Sanjana-6305818042	B.Com	ICICI Prudential Life Insurance- Sudheera- 8885115269	2,45,000	
130	Sneha Polasa-8331061773	BA	Cognizant-Vignesh.A.M- 8610268903	2,52,000	
131	Vishnu Priya Ubbala-7993149869	BA	Cognizant-Vignesh.A.M- 8610268903	2,45,000	
132	Meghana 8106845128	MBA	AltMart- Rupa- 7702845661	2,40,000	
133	Maria Merina-9515168755	BBA	UpGrad- Kritika Prakash- 9820340986	3,50,000	
134	Narwa Shreya-9963930474	BBA	UpGrad- Kritika Prakash- 9820340986	3,50,000	
135	Syeda Zoha Fatima- 7032926434	B.Com	UpGrad- Kritika Prakash- 9820340986	3,50,000	
136	Jyothi Vaishnavi- 8523860317	B.Com	UpGrad- Kritika Prakash- 9820340986	3,50,000	
137	Madhumita Samanta 9908346732	MBA	Aliant Group- Sangeetha - 7331181653	2,90,000	
138	Namratha . K 8555845552	MBA	Aliant Group- Sangeetha - 7331181653	2,90,000	
139	R.Kameswari Prathyusha-8978370297	PGDDA	Mahasri Infotech- Srinivas- 8297815215	3,20,000	
140	Pragathi Pathyolla-9989333652	BBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
141	Simran Begum-8297140650	BBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
142	Gaijula Lalitha- 8688896341	B.Sc	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
143	Thirumalareddy Bala Supriya- 7989759575	B.Sc	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
144	Firdous Shakeel-9703713708	BBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
145	Noorunnisa- 8328063773	BBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
146	Chiluka Sanjana- 6305818042	B.Com	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
147	Deme Sahasra- 9392834871	B.Sc	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
148	Vangeti Varsha Reddy- 9390676668	B.Sc	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
149	Asfiya Shireen Ateeq- 9381138147	BBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
150	Zarah Arshad- 7842844346	BBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
151	Safa Baiq- 7993341892	B.Com	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
152	Varsha Pokade-+91 85002 27576	M.Sc	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
153	Reddy Divya 9866145850	MCA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
154	Syed Amtul Ahad Quadri-9948964417	MBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
155	R.Kavalvizhi 7010074563	MBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
156	Ch.Shiva Priya 8106263638	MBA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
157	Illa Poojitha 7993824922	MCA	First Phase- Pavan- 8886611362	2,40,000 to 3,60,000	
158	Adeeba Saher-9948280868	B.Com	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	
159	Adeeba Naaz- 9381789179	B.Com	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	

160	Shamin Aziz- 7801075755	B.Com	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	
161	Tigulla Deepika- 9848227113	B.Sc	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	
162	Asfiya Shireen Ateeq- 9381138147	BBA	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	
163	Kesavula Chaitanya- 9121428481	B.Com	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	
164	Firdous Shakeel- 9703713708	BBA	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	
165	Sara Rafiq Farooqui- 7396540304	B.Com	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	
166	Momina Firdous- 6281519424	B.Com	Amazon- Japhia VanHalt ren- 7396129426	1,90,000- 2,45,000	
167	Syeda Maheen Fatima- 6305054079	BBA	UBS- Radhika Velpula- 9652856441	3,00,000	
168	Noorunnisa- 8328063773	BBA	Regalix- Sagar Dodda- 9640797910	3,00,000	
169	E.Harika- 9963192245	B.Sc	Pentagon Space- Chandana- 8147593042	2,50,000 to 12,00,000	
170	P.Sirisha- 9100180181	B.Sc	Pentagon Space- Chandana- 8147593042	2,50,000 to 12,00,000	
171	Habeeb Unnisa Begum 9966804250	MCA	Pentagon Space- Chandana- 8147593042	2,50,000 to 12,00,000	
172	Dodda Tejaswini 9985630758	MCA	Pentagon Space- Chandana- 8147593042	2,50,000 to 12,00,000	
173	Muggula Yashoda Devi 9951040986	MCA	Pentagon Space- Chandana- 8147593042	2,50,000 to 12,00,000	
174	Akanksha Goswamy 9398938706	MCA	Pentagon Space- Chandana- 8147593042	2,50,000 to 12,00,000	
175	Yeruva Prashanthi 9948202925	MCA	Pentagon Space- Chandana- 8147593042	2,50,000 to 12,00,000	
176	Habeeb Unnisa Begum 9966804250	MCA	Aspire Infolabs- Monalisa Patnaik- 7978999459	2,40,000 to 3,60,000	
177	P.Rama 7286849266	MCA	Aspire Infolabs- Monalisa Patnaik- 7978999459	2,40,000 to 3,60,000	
178	M Bhanulakshmi-9515168755	MCA	Aspire Infolabs- Monalisa Patnaik- 7978999459	2,40,000 to 3,60,000	
179	Pooja Suresh-9948028411	B.Com	Genpact- Satish- 9986701726	2,40,000	
180	Laxmi Divya Kemsaram- 8688115608	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
181	Uwala Nagireddy- 6309605354	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
182	Mamatha Ganji- 9550533903	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
183	Nikhitha Singareddy- 8074962618	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
184	Prathibha Khanapuram- 6309662086	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
185	Nikhitha Mudda- 8106346651	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
186	Sai Kala Daggi- 9391559533	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
187	Usha Sree Kundam- 9640092515	BBA	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
188	Sai Bhavani Jemmy- 9573616926	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
189	Ramya Monduri- 8341899720	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
190	Sravani Raja- 7396303392	BBA	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
191	Vaishnavi Singh- 9032960633	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
192	Bhavana Battula-9618466693	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
193	Priyanka Devarakonda- 9618553664	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
194	Devi Mengekar- 9390006103	BBA	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
195	Tisha Vadhadia-9014721065	BBA	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
196	Haritha Matam-9963726527	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
197	Priyanka B- 7893849174	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
198	Suharsha Dangeti- 8125311793	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
199	Kavya Vasamsetty-9121389390	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
200	Rishika Hatange-6301104884	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	

201	Swetha Malkapuram- 9121472674	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
202	Vasavi Priya M- 6303085173	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
203	Uzma Sayeed- 8341554116	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
204	Lalitha Gajula-8688896341	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
205	Shruthi Menon M- 6301678701	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
206	Amreen Begum-8688972962	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
207	Anushka Rathi-9121636843	B.Com	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
208	Akanksha T-7207190440	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
209	Aarti-7661999878	B.Sc	MassMutualIndia- Vijay Prakash- 9885352371	3,02,819	
210	Paldewar Sirisha-9100180181	B.Sc	NTT DATA- Mr.Puneet- 7259671145	3,00,000	
211	Tanmayee Kammari-7989268343	BBA	Neemans- Ms. Manjula- 8019490009	2,40,000	
212	N. Harshini-7675913435	B.Sc	DXC Trchnology- Lokendra Seth	3,00,000	
213	Suharsha-8125311793	B.Sc	DXC Trchnology- Lokendra Seth	3,00,000	
214	Divya- 8688115608	B.Com	HDFC Bank- Deepanjali Shah- 9353829867	2,61,540	
215	Pooja Suresh- 8919164093	B.Com	HDFC Bank- Deepanjali Shah- 9353829867	2,61,540	
216	Nitisha Yadav- 9121031412	B.Com	HDFC Bank- Deepanjali Shah- 9353829867	2,61,540	
217	Bestha Goddu Alekhya- 8688009434	B.Com	HDFC Bank- Deepanjali Shah- 9353829867	2,61,540	
218	Akshitha Lingampally- 8074740428	B.Com	HDFC Bank- Deepanjali Shah- 9353829867	2,61,540	
219	Riya Shinde 8008820592	MBA	HDFC Bank- Deepanjali Shah- 9353829867	2,61,540	
220	Amena Bharu 8106500719	MBA	HDFC Bank- Deepanjali Shah- 9353829867	2,61,540	
221	Gowthami 9502128653	MBA	HDFC Bank- Deepanjali Shah- 9353829867	2,61,540	
222	Anisha-9912435738	B.Com	TCS- Prafulla- 7036165729	1,92,000	
223	Pooja- 8919164093	B.Com	TCS- Prafulla- 7036165729	1,92,000	
224	Devarsetty Laxmi Pavani- 9492400395	B.Com	TCS- Prafulla- 7036165729	1,92,000	
225	Sowkya-9347746973	B.Sc	TCS- Prafulla- 7036165729	1,92,000	
226	Bindu-9440577840	BBA	TCS- Prafulla- 7036165729	1,92,000	
227	Erra Pragathi-6309091674	BBA	TCS- Prafulla- 7036165729	1,92,000	
228	Pittala Anusha- 6281859133	B.Com	Square BPO Services Pvt Ltd- Ravikanth-9966660069	1,86,780	
229	Shivani Jadhav- 9150246056	B.Com	Square BPO Services Pvt Ltd- Ravikanth-9966660069	1,86,780	
230	Shravya Bangaram- 8790466485	B.Com	Square BPO Services Pvt Ltd- Ravikanth-9966660069	1,86,780	
231	Deepthi Rani Mahanathi 8328586541	MBA	CleanHarbors- Jagadeeswara Rao Kanjeevaram- 91211 75925	3,00,000	
232	Priya Dwivedi 8919973802	MBA	CleanHarbors- Jagadeeswara Rao Kanjeevaram- 91211 75925	3,00,000	
233	Riya Shinde 8008820592	MBA	CleanHarbors- Jagadeeswara Rao Kanjeevaram- 91211 75925	3,00,000	
234	Chava Hema 9542488216	MBA	CleanHarbors- Jagadeeswara Rao Kanjeevaram- 91211 75925	3,00,000	
235	Hiremath Bhavani 9618166515	MBA	CleanHarbors- Jagadeeswara Rao Kanjeevaram- 91211 75925	3,00,000	
236	Heba Mudassir-6303429188	BA	Employee	1,90,000	
237	J Anjali-9912435738	BA	Employee	1,00,000	
238	K Sai Priya-9440552015	BA	Employee	3,00,000	
239	J.Sai Bhavani-9347885747	B.Com	Accenture	3,00,000	
240	Gayatri-9440577840	BA	Employee	3,20,000	
241	Latha-9963006686	B.Sc	Mass Mutual Operation	3,50,000	

242	Kumbam Sai Pragnya-9951195585	B.Sc	Employee	2,90,000	
243	Khanapuram Mahima-9110378527	B.Sc	Employee	2,40,000	
244	K.Anusha-9441792550	B.Sc	Employee	1,80,000	
245	K. Ashadevi-6301428053	B.Sc	Micronsure	9,00,000	
246	Umama Fatima-9121706372	B.Sc	Employee	1,80,000	
247	Areeba Ahmad-8897918457	B.Sc	Employee	3,30,000	
248	Gama Rachana-9346854976	BA	Gouds Matrimonial services	1,20,000	
249	Shivani-9290159165	B.Sc	Accenture	3,25,000	
250	K Rajeshwari-7893899199	B.Com	Employee	2,10,000	
251	Chindam Jony Rachael-9848563610	B.Com	Buycement	3,00,000	
252	K. Ashadevi-6301428053	B.Com	Buycement	3,00,000	
253	Yadagiri Nikitha-9515742265	B.Com	Primera Medical Technologies	2,75,000	
254	Joyce Fatima-8501946946	B.Com	Accenture	2,10,000	
255	Kumari Sunita Kar-939111758	B.Sc	Employee	3,00,000	
256	I.Harshitha-9912465126	B.Sc	Praxis business school	3,50,000	
257	P. Keerthi-8309427720	B.Sc	Employee	1,80,000	
258	Naba Fatima-6301765750	B.Sc	Osm consulting	2,40,000	
259	T.Srilekha-9908060889	B.Sc	Entry level	3,00,000	
260	Sagai Mary-9849847473	B.Com	Apollo home care	2,04,000	
261	Nalla Akshya Reddy-9505101567	B.Sc	Sagility	1,80,000	
262	A. Neha-9652210082	B.Sc	Employee	2,40,000	
263	Janki Kunwar Rathore-8464985865	B.Sc	Cbit	3,90,000	
264	Chowtakuri Sharanya-8897590094	B.Sc	Employee	2,10,000	
265	B Mary-9908348580	B.Sc	Employee	2,70,000	
266	Boyidi Jahnvi-6301502316	B.Sc	ICBM-SBE	3,50,000	
267	V.Swetha-8121552056	B.Sc	Any bank or soft ware company	3,00,000	
268	G.Keerthana-9989888590	B.Sc	Employee	3,00,000	
269	B.Nikithareddy-8143391956	B.Com	Cdk global	4,00,000	
270	Hamilpurkar Chitralekha-7569897239	B.Com	HDFC bank	2,16,000	
271	Misha Murtuza-9347027230	BA	Apollo Institute of Hospital Administration	1,68,000	
272	Sushma Grandhi-9701856088	B.Sc	Selectsys India Pvt Ltd	1,68,000	
273	Ch.Sathwika9849181213	B.Sc	Accenture	3,50,000	
274	Shivani Koyyada-9032604884	B.Sc	Accenture	2,52,000	
275	P R Akshara Sheetal-7330771472	B.Sc	Amazon	3,50,000	
276	Jigirdarla Sangeetha-9912568656	B.Sc	Employee	2,80,000	
277	Rekhiliga Matam.Sai Priya-9849886881	B.Sc	Employee	2,70,000	
278	K. Ashadevi-9849911378	B.Sc	Micronsure	1,80,000	
279	Navya Shreshta-9705080080	B.Com	Regalix	2,40,000	
280	Guduru Nikitha-9963909211	B.Sc	Organization	3,80,000	
281	A.Chandana-9133834353	B.Sc	Employee	2,40,000	
282	K.Tejaswini-9394674725	B.Sc	Gitam school of business	4,20,000	

283	Simran Begum-9908469704	BBM/BBA	Talent Logic, United States, Research Analyst	5,50,000	
284	Ayesha-9052231860	BCOM	Employee	2,80,000	
285	Gavatri T Nair-9848728004	BCOM	Cognizant, hyderabad, process executive	3,60,000	
286	Samreen Fatima-9948203002	BCOM	Success high school (teacher)	2,90,000	
287	Amatul Baseer Sarah-9885225898	BSC	Samarthanam trust for disabled	3,10,000	
288	Sharmin Aziz-9177362603	BCOM	Employee	2,70,000	
289	Abida-9032653330	BSC	Employee	2,40,000	
290	Yallala Shaik Afifa Ruhi-9948774015	BCOM	Employee	2,60,000	
291	Devarasetty Laxmi Pavani-966660469	BCOM	Wipro, banglore, aoura process	3,70,000	
292	Pallolanishitha-8106796514	BCOM	Wipro banglore, aoura process	3,70,000	
293	Freda-9346614191	BSC	Accenture, Hyderabad , associate	3,20,000	
294	G.Sourmya Sree-7730815372	BSC	Waiting for my offer letter	3,70,000	
295	L N Udaya Sree-8523087377	BSC	Waiting for my onboarding from wipro (all basic formalities are done)	3,80,000	
296	Velimidi Bhargavi-9959362206	BSC	Employee	2,40,000	
297	B G Alekhya-9849011693	BCOM	HDFC BANK, HYDERABAD Jubilee hills road no 45, TELLER	3,50,000	
298	Edula Yeshwanthi-9848194642	BCOM	After one year	2,80,000	
299	Zubia Shahbaz-8919972712	BCOM	Cognizant	3,60,000	
300	Lalitha Vandana-9246537206	BSC	Accenture ,Hyderabad, New Associate	3,80,000	
301	Shravani-9908803336	BSC	Employee	2,40,000	
302	Naini Pragnya-9848086015	BCOM	Employee	2,90,000	
303	P. Niharika-9346509364	BCOM	Employee	2,70,000	
304	Avishetty Ramya-8247756269	BCOM	Wipro	3,10,000	
305	Maleeha Fatima-7989995640	BBM/BBA	Teleperformance	3,60,000	
306	Sushma Niqam-8114412265	BA	Accenture (nanakramguda) elegance empiera	3,60,000	
307	Majji Likitha Reddy-7337243933	BSC	Employee	2,70,000	
308	Anu Agarwal-9849022638	BA	Gouthami Vidya Niketan High school, high school teacher	3,10,000	
309	Balusupati Shirisha-9703072208	BCOM	Employee	2,40,000	
310	Pitharam Rekha Devi-9849463458	BSC	Sutherland healthcare, Hyderabad, associate trans processor level 1	3,50,000	
311	Narwa Shreya-9392611496	BBM/BBA	Clarivate Analytics, Hyderabad, Content & Ingest Analyst	3,80,000	
312	Guduru Nikhitha-9346860598	BSC	Employee	2,70,000	
313	U. Vishnupriya-9703319113	BA	Employee	2,10,000	
314	P.Sowkya-7659063338	BSC	Employee	2,70,000	
315	J. Sivaanee Laasya-6303115188	BCOM	CSPK & Associates, Narayanaguda, designation- Accounts assistant	3,40,000	
316	Kusum Mandal-9642625872	BCOM	Tech mahindra bahadurpally customer supprt sevice uber agent.	3,60,000	
317	Pragathi Pathygolla-9963124359	BBM/BBA	Accenture - Hyderabad - bus process associate	3,50,000	
318	Medida Divyasree-9502919897	BCOM	Wipro banglore	3,80,000	
319	Firdous Shakeel-9030595665	BBM/BBA	Employee	2,70,000	
320	Syeda Sadiya-9866732894	MSC	Employee	2,10,000	
321	Naseema Fatima-9440626548	BA	Amazon	3,70,000	
322	Shivani Jhadav-7396363623	BCOM	Cognizant, Nanakramguda	3,40,000	
323	R.Roshni Singh-7569617677	BSC	Employee	2,80,000	

324	Cheruku Jhansi-9493828970	BSC	Reventics pvt.ltd	3,40,000	
325	Gundu Srilakshmi-9296409737	BSC	Reventics pvt limited	3,40,000	
326	Kumbam Sai Praanya-9347358611	BSC	Hrh next.abids,tranice	3,80,000	
327	Saniya Fatima-7569749167	BSC	Employee	2,90,000	
328	Neha Nousheen-9848068166	BSC	Employee	2,70,000	
329	Nazeera Firdous-9030564532	BSC	Employed in globallogic company	3,70,000	
330	Mahwash Mohsin-9440894161	BSC	Employee	2,70,000	
331	Rama Kumari Bk-8466832370	BCOM	Auditing	3,90,000	
332	M.Satya-9866210412	BSC	Sutherland,lancohill,Associate	3,80,000	
333	Y.Divyasree-9948665772	BSC	Dxc technology/senior assistant help technician	3,20,000	
334	Arbina Begum-8106517353	BCOM	Employee	2,40,000	
335	Fatima Haseeb Siddiqui-9959634624	BCOM	Amazon, Hyderabad - Data Management Associate	4,00,000	
336	Taskeen Aleeza-8790138328	BSC	Amazon	4,00,000	
337	Sadiya Fatima-9704434031	BBM/BBA	Employee	2,70,000	
338	Marri Tulasi Reddy-8179111106	BSC	Employee	2,30,000	
339	Kaveri-7207858055	BSC	Employee	2,10,000	
340	Hajera Mariyam-9963101851	BA	Employee	2,15,000	
341	Doddisridhanya-8143840650	BSC	Employee	2,19,000	
342	Juveria Fatima-9885897622	BBM/BBA	Human capital management, centra hub crm, Banjarahills, Technical consultant	3,90,000	
343	K. Ashadevi-8121572135	BSC	Micronsure, high-techcity, internship	4,20,000	
344	Sarikonda Shravani-9013441133	BA	Hdfc	3,80,000	
345	Eragadirla Ashwini-9246537690	BCOM	Employee	2,90,000	
346	Tanisha Mantry-8179454251	BSC	PrimEra medical technologies -AR	3,80,000	
347	Nidhi Vyas-9849226786	BCOM	Deloitte (Hyderabad) - Audit Assistant	3,40,000	
348	Priyanka-9441513120	BA	J2IT Solutions Pvt limited- HR Executive	3,20,000	
349	Pooja Suresh-9494582208	BCOM	Cognizant, Hyderabad & Process Executive	3,40,000	
350	Mariya Mahreen Fathima-7780798514	BCOM	Employee	2,70,000	
351	Nada Arshad-9700706535	B.A	Ekeeda	3,20,000	
352	Areeba Ahmad-9966004540	B.Sc.	Amazon	3,80,000	
353	Zoha Azhar Shaik-9154775880	B.Sc.	Wing Virtual Assistant	3,40,000	
354	Nadamala Sai Charitha-9849693177	BBA 2022	Dell Technologies Inc.	3,80,000	
355	Koyyada Shivani-7993191879	B.Sc.	Accenture India Private Limited	3,70,000	
356	Garima Agrawal-9885150344	B. Com (Hons.) 2019, SF; B. Com (Ho	Wipro Limited	4,20,000	
357	Supriya Siddappagari-6300596335	BBA 2022	Middle Earth HR	3,80,000	
358	Vasanthi Navudu-9849602863	B.Com. (Vocational) 2020; MBA 2022	Genpact india pvt ltd	3,20,000	
359	Noorunnisa -8106714193	BBA 2022	ADP India Private Limited	3,80,000	
360	Syeda Saniya Begum-9435718761	BBA 2022	Synchrony Financial	3,40,000	
361	Mariyam Thahani-9849691777	B.Sc	MS Education Academy	3,70,000	
362	Samiya Thahani-8985971702	B.A. 2022, PEPS	Islaah Wellness	3,70,000	
363	Lubna Abdul Mujeeb-9444002834	B.A. 2022, PEPS	Islaah centre for psychological wellness	3,10,000	
364	Keren Paul-7075862753	B.Sc	Olive Hospital Hyderabad	3,50,000	

365	Akshara Sheetal P R-9398808313	B.Sc	Amazon	3,80,000	
366	B. Richa Reddy-9949665591	BA	Accenture India Private Limited	2,40,000	
367	C Sri Harshitha-7995114698	BA	TCS- Prafulla- 7036165729	3,40,000	
368	Divyaja-9963029403	BA	TCS- Prafulla- 7036165729	3,40,000	
369	Gowri-9885896739	BA	TCS- Prafulla- 7036165729	3,40,000	
370	Shannon-8247296295	BA	Synchrony Financial	3,10,000	
371	Zainab-8978414720	BA	Synchrony Financial	3,10,000	
372	Vijaysree-9246154657	BA	Skypes	2,90,000	
373	Aishwarya-7386704630	BA	Plato School	2,80,000	
374	Adina-8247389840	BA	Amazon	3,50,000	
375	Sujatha Singh-8247431935	BA	Valmiki Foreign Education Service	3,40,000	
376	Bangaram Sravya-9676084266	B.COM	Wipro Limited	1,63,000	
377	Erramalla Nishitha-8106786570	B.COM	HDFC	2,16,000	
378	Sara Rafiq-9391145589	B.COM	Employee	2,40,000	
379	Naga Priya-8790184737	B.COM	Employee	2,60,000	
380	Mahankali Dharani-9666152664	PGDDA DIETITIAN	KIMS Hospital	2,80,000	
381	Sanyaogita-9848965557	PGDDA PSYCHOLOGY	St. Peter's School	3,10,000	
382	Saadia-9347501835	PGDDA PSYCHOLOGY	Fresh Prints	3,10,000	
383	Deepika-8125340900	PGDDA DATA ANALYSIS	Amazon	3,50,000	
384	Wassia Sidduka 9440047690	B.Sc	Google process	3,20,000	
385	Sumaiya Fatima Tausif-9440047690	B.Sc	amazon	3,80,000	
386	Ch Triveni 7993969170	M.Sc Chemistry	Mylan Laboratories Limited	2,02,975	
387	Chaitanya Tottalla, Dietitian- 9989114286	MSc CLINICAL NUTRITION	Yashoda Hospital, Malakpet	1,92,000	
388	M. Mounika Gupta,Consultant Nutritionist-7989563023	MSc CLINICAL NUTRITION	Sancta Maria school	2,40,000	
389	Manusha Yadav Appala,Dietitian-9133663266	MSc CLINICAL NUTRITION	Star hospitals , banjara hills	1,56,000	
390	Divya Roopa Polanki,Dietitian -9100681780	MSc CLINICAL NUTRITION	Sunshine hospitals Gachibowli	2,28,000	
391	Ashwitha Manikyarao,Consultant Nutritionist-9133123522	MSc CLINICAL NUTRITION	Healthify me	2,40,000	
392	Sara Fatima,Consultant Dietitian-8143791490	MSc CLINICAL NUTRITION	Own Virtual Clinic in collab with knowyourfood	3,40,000	
393	Sanjana Apsingekar,Dietician -7095720297	MSc CLINICAL NUTRITION	Medicover Hospitals	2,40,000	
394	V. Aneesha Reddy, Dietitian, 9676735599	MSc CLINICAL NUTRITION	Dr Reddy labs	2,04,000	
395	Sahina Parvin, Project Associate-Nutrition, Zoology	MSc CLINICAL NUTRITION	Prakara	2,04,000	
396	Malvika Gupta,Consultant Nutritionist, 7680816362	MSc CLINICAL NUTRITION	Prakara	2,04,000	
397	Rachel Sampreethi, Dietician-9397353567	MSc CLINICAL NUTRITION	Medicover Hospitals	2,40,000	
398	Sumaiya Nayeem, Lecturer-9849083937	MSc CLINICAL NUTRITION	MS Degree College ,Tolichowki	2,16,000	
399	Ainapuram Bhargavi Reddy,Health Coach-9052146087	MSc CLINICAL NUTRITION	Healthify me , Bangalore Branch	2,40,000	
400	Anusha Gunde,Health Coach-8309763022	MSc CLINICAL NUTRITION	Breathe well-being	2,16,000	
401	L. Susmitha Reddy, Consultant Nutritionist-9912235228	MSc CLINICAL NUTRITION	Healthifyme	2,40,000	
402	Batul Idris,Consultant Nutritionist, 9573367252	MSc CLINICAL NUTRITION	Healthifyme	2,40,000	
403	Mahveen Aleem,Consultant Nutritionist-9966535202	MSc CLINICAL NUTRITION	Healthifyme	2,40,000	
404	Afra Mehreen,Consultant Nutritionist, 9885686918	MSc CLINICAL NUTRITION	Healthifyme	2,52,000	
405	Mahima Sharon,Consultant Nutritionist, 9666985741	MSc CLINICAL NUTRITION	Healthifyme	2,52,000	

406	Nidhi Gir Goswami,Assistant Tax Analyst -7799277014	MCA	Kroll	4,89,130	
407	Kumari Sabitha,Associate-8074523350	MCA	Cappgemini technology services India limited	1,90,000	
408	Chintha Param Jyothi 9346897340	MBA	Employee	2,40,000	
409	K.Harshaveena 9110771264	MBA	Employee	2,50,000	
410	Maria Rivaz Khan 7036775340	M.Sc Chemistry	Nasar School, Khiratabad, Hyderabad	3,00,000	
411	Evuru Yashaswi 7396986657	M.Sc Chemistry	Heterolabs limited, Khjipalli, Hyderabad	2,40,000	
412	P Geethika 9052823726	M.Sc Chemistry	Heterolabs limited, Gaddapotharam, Jinnaram mandal, Medak, Telangana, India	2,40,000	
413	Devara Tejaswi 8074327582	M.Sc Chemistry	Optum, health care company	3,12,000	
414	Kolli Kamala 8985859667	M.Sc Chemistry	Assistant professor,KAKINADA INSTITUTE OF ENGINEERING AND TECHNOLOGY (KIET) COLLEGE., Kakinada	3,00,000	
415	T Samatha 7075354580	M.Sc Chemistry	Optum, health care company	3,12,000	
416	Puligella Bhavani 7702721563	M.Sc Chemistry	Chemistry teacher at Narayana e-techno school,Tadipatri, Anantapur district	3,00,000	
417	Malavika Nair 9959342663	M.Sc Chemistry	At Edutech Ex Global Institute -Madhapur, Hitech City	2,40,000	
418	Hena Kouser 7036471905	M.Sc Chemistry	Chemistry Junior Lecturer,MS Junior College (Girls) - Mehdipatnam	1,80,000	
419	Rokkala Divya 8501996648	M.Sc Chemistry	Assistant professor,KAKINADA INSTITUTE OF ENGINEERING AND TECHNOLOGY (KIET) COLLEGE., Kakinada	3,00,000	
420	Mangaiahgari Priskilla 9182973894	M.Sc Chemistry	QC, MSN laboratories, Hyderabad	2,40,000	
421	Chivukula Sai Sravani 7396672835	MBA	K Roll	4,00,000	
422	Mallam Nidhi 8639959882	MBA	Genpact	3,40,000	
423	Ruhina Mazher 8801299212	MBA	K3 Consultants	4,30,000	
424	Emadisetty Manasa 9912135787	MBA	Cognizant	2,10,000	
425	D Manaswini 7995477048	MBA	DGITO/State Street	2,44,000	
426	Melapu V S S Lakshmi Monica 9182325421	MBA	DGITO	2,44,000	
427	Rajapuri Shivani Singh 9573807535	MBA	Amazon India Pvt. Ltd.	3,80,000	
428	Nada Jameel 9866374586	MBA	Cognizant	2,50,000	
429	Panikonda Lakshmi 8897342479	MBA	Rain Industries Limited	2,40,000	
430	Dondhe Pooja 8688507227	MBA	Barclays Global Service Private Limited	5,00,000	
431	Manasa Konda 8096051171	MBA	Sagility Health Care Services	2,80,000	
432	Gounda Farheen 9391344937	MBA	Ascensus	2,90,000	
433	Ande Lakshmi Pryanika 9676546937	MBA	Pepsico Global Business Services LLP	2,76,000	
434	Sanubar Tahniyath 7416806186	MBA	Coginzant Technology Solutions Pvt. Ltd.	2,80,000	
435	Goshka Aishwarya 9700145530	MBA	TCS	5,70,000	
436	Repalli Anusha 7674066793	MBA	Ryan India Tax Services Private Limited	3,80,000	
437	Vatti Mary Rishheeka 7995246723	MBA	Neospark/DGITO/Wells Fargo International Solutions Private Limited	2,64,000/2,44,000/2,71,000	
438	Ruth Catherina 7702104645	MBA	K3 Consultants/Phenompeople	4,30,000/5,50,000	
439	Onqole Sukeerthi 9603523097	MBA	DGITO	2,40,000	
440	Puppala Laharika 8519889143	MBA	Accenture	2,50,000	
441	Humaira Khatoon 9989662387	MBA	K3 Consultants	4,30,000	
442	Drishiti Motwani 7286086179	MBA	K3 Consultants/Phenompeople	4,30,000/5,50,000	
443	V Meghana 9550383742	MBA	Accenture	2,30,000	
444	Pabboju Sowmya 9493401898	MBA	DGITO	2,40,000	
445	Deekthita Ravi 9642612825	MBA	Lumen Technologies	3,60,000	
446	Ritu Parna Das 7013152950	MBA	ONGC	19,21,000	

447	Nazish Mehreen 6302690093	MBA	Dell Technologies	4,20,000	
448	Chukka Sai Uttejitha Rao 9704585193	MBA	Indian Oil	8,40,000	
449	Swathi Vuggapalli 8790516299	MCA	TATA elxsi	3,50,000	
450	Kumari Sabitha 8074523350	MCA	Capgemini technology services India limited	1,90,000	
451	Vangapelly Dineesha 9030090032	MCA	Stefanini IT solutions	3,00,000	
452	K.Parameshwari 9849210157	MCA	Wipro	1,58,000	
453	Yeruva Prasanthi 9948202925	MCA	Pentagon	3,50,000	
454	Tapase Pooja Sidram 8600905899	MCA	Codeft	3,00,000	
455	Sushma Raju Alluri 99603305454	MCA	Intellect Design Arena	5,00,000	
456	K Sneha 7093044329	MCA	Globaldata	2,40,000	
457	Sowmya Reddy Ankireddy 7386725257	MCA	AU Bank	8,00,000	
458	D.Likhitha 7386725257	MCA	Infosys	2,20,000	
459	Bamini Swarna Devi 9603808075	MCA	Tata elxsi	3,00,000	
460	Divya 7995795434	MCA	Accenture	2,00,000	
461	M.Bhargavi 6305595571	MCA	Techno Facts solutions Pvt.ltd	4,00,000	
462	Akshitha Danamaina 7013316247	MCA R20	Infosys	2,80,000	
463	Ponna Deepthi 7989329387	MCA R20	Infosys	2,20,000	
464	K.Lahari Supriya 7036744821	MCA R20	Infosys	2,80,000	
465	Reddy Divya 9866145850	MCA R20	icici regional head office	4,50,000	
466	Samatha Salali 9949554922	MCA R20	Infosys pvt Lid	2,22,000	
467	Ruchitha Murarkar 9866625320	MCA R20	Accenture	2,50,000	
468	P.Sowmya 9381979593	MCA R20	Syncor Solutions	2,40,000	
469	Rachana Rasabathula 9573636152	MCA R20	Infosys	3,60,000	
470	Ravilla Pratyusha 7799447744	MCA R20	TCS	2,25,000	
471	A.Harathi 6302231589	MCA R20	Capgemini	4,00,000	
472	Thakur Preethi 7093929464	MCA R20	Deloitte	3,50,000	
473	M.Srinidhi 6303813995	MCA R20	Cognizant	2,16,000	
474	Supraja 8008224926	MCAR20	TCS	2,50,000	
475	Chava Hema 9492835171	MBA	Employee	3,42,000	
476	Hiremath Bhavani 9553781599	MBA	Employee	3,20,000	



APPOINTMENT LETTER

April 24, 2022

Dear Medida ,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **People Ambassador**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of Joining, unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of 12 months from the date of your appointment. The Company will during the probation period evaluate your performance periodically. The Company reserves the right to decide on the continuance of probationary period/ your employment, depending on your performance in the appointed post. On completion of the probation period, if the Company at its sole discretion, finds you to be suitable for the appointed post, your appointment shall be confirmed and communicated to you in writing. Post confirmation you will continue to be in career group - **Trainee-Group A** and after successful completion of the course and meeting requisite performance thresholds you would be allocated to career group - **B1**.
- c. The People Ambassador program will be for a period of 3 years. During this period, you will be pursuing 2 year EPGDBM from a renowned institution partnering with Wipro for the Step Up program.
- d. The retirement age is 58 years.
- e. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- f. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- g. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- h. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.

- e. Changes in your compensation are at the Company's discretion and will be subjected to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above ~~when the job so requires. At all times, you are required~~ not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether



PROMOTION LETTER

Maslow was right – it happens here

3rd January 2022

Dear Sheba Sultana,

Congratulations on your exemplary performance as a General Management Associate. You have demonstrated good communication skills, work ethics, above all your attitude towards work and new challenges has been commendable. At Redwood, we believe that these skills are the foundation and cornerstone of great professionals.

It is with great pleasure that we promote you to Grade 3 as a consultant with the designation **Channel Development Manager** effective 1st January 2022 with a monthly salary of **INR 15000**.

We look forward to seeing you continue to reach great heights at Redwood for your clients and for yourself as an individual. We encourage you to continue your learning to stay at the cutting edge of Artificial Intelligence and Digital and set the bar high for yourself, your team, and Redwood.

We wish you all the very best!

For
Redwood Associates Business Solutions Pvt. Ltd.,

A handwritten signature in black ink that reads 'Maria Jose' with a horizontal line underneath.

Maria Jose - Director

Redwood Associates Business Solutions Pvt. Ltd.,

CIN: U74900KA2009PTC050893

#88, 1st floor, KK Centre, JNC Road, Industrial Layout, 5th block, Koramangala, Bangalore – 560095.

www.redwoodalgorithms.com

05 February, 2022

Ms. Rishitha Kolluru
D.No.1-9-180/1,
Ramnagar, Convent School Lane,
Hyderabad 500020.

Dear Rishitha,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position: Customer Service Representative

Grade: G1 L1

Start date: On or Before 04 July, 2022

Compensation: Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

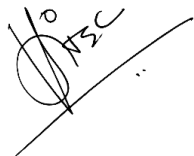
Probation & Notice Period: You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

Place of work: Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

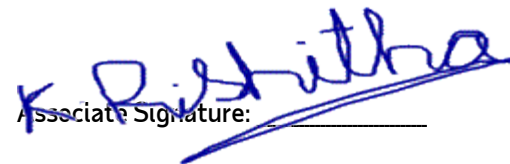
Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Divisional Vice President & Head of HR)


Associate Signature: _____

Details of Compensation

Name : Rishitha Kolluru
Position : Customer Service Representative
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	11,160	133,920
• House Rent Allowance	4,554	54,648
• Flexible Benefits**	2,232	26,784
B. Bonus (20% of Basic Salary Paid Monthly)	2,232	26,784
C. Standard Benefits		
• Provident Fund***	1,607	19,284
• Gratuity	537	6,444
Gross Compensation (A+B+C)	22,322	267,864

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)	0%	100%	175%
		0	32,144
Total CTC (Gross + VPI)^{##}	300,008		

* Indian Rupees

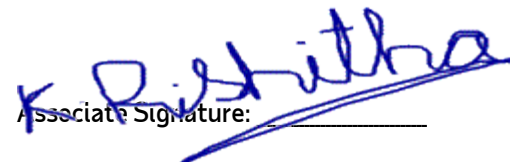
** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

[#] These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

^{##} Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations


Associate Signature: _____

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders 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.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

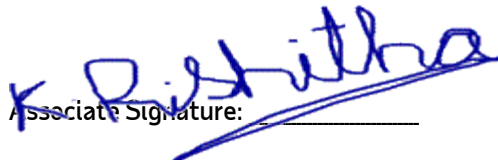
Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.


Associate Signature: _____

9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the organization.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

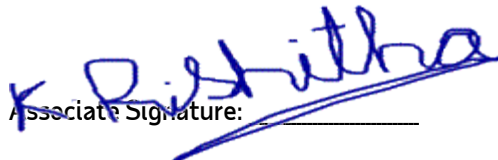
Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

15. Background Checks / Advanced Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, address verification, criminal screening, educational and employment verification, and reference checks. Additionally, ADP may require Advanced Background Checks which screen for longer periods of time and involve additional jurisdictions. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.


Associate Signature: _____



Dear Meghana,

I am delighted to welcome you to Alt Mart as **Supply Chain and Business Operations Associate**. After speaking with you about your experience and background, I believe that your experience and enthusiasm will greatly contribute to the work we do at Alt Mart.

Your appointment will be governed by the terms and conditions presented in the Annexure A.

I look forward to you joining us. Please do not hesitate to call me for any information you may need. Also, please sign this offer as your acceptance and forward the same to me.

Congratulations and Welcome to the Alt Mart Family!!!

Rupa Obulreddigari

Founder & Director



ANNEXURE A - EMPLOYMENT CONTRACT

This “Agreement” commenced on the date March 1st, 2022 is entered into by and between Meghana Mariyala hereinafter referred to as the “The employee” and M/S. Humane Products and Services Private Limited, hereinafter referred to as the “Company”, collectively referred to as the “the parties”. Miss. Rupa Obulreddigari, Director of M/S. Humane Products and Services Private Limited shall serve as the authorized representative to execute this contract on behalf of the “Company”.

REPRESENTATIONS AND WARRANTIES

Each of the Parties severally represents and warrants to the other that as of the date hereof:

- (a) It has the legal capacity to enter into this Agreement and to perform its obligations hereunder;
- (b) This Agreement when executed and delivered by it constitutes a valid and legally binding Agreement under the laws of India and the execution, delivery and performance of this Agreement by such Party does not conflict with or breach any law.

I. EMPLOYMENT

- A. You are being hired as an E-commerce and Supply Chain Operations Manager. Your date of joining is **01-03-2022**.
- B. You will be working from the office in Journalist Colony, Hyderabad, India.
- C. The work timings are from 9:30 am to 6:00 pm 6 days a week and 1 day off in the week.
- D. You will be eligible for 1 paid leave/public holiday per month as approved by the Company 1 week prior. Any leave of 3 or more days will have to be approved by the company at least 30 days in advance



and will be paid for once every 6 months.

- E. The first month is deemed as a training period
- F. Performance metrics will be used in month 2 to guide performance
- G. Performance metrics will be used from Month 3 to evaluate performance
- H. We will have a 30 minute weekly check-in and feedback meeting
- I. All Services to be provided by the employee shall be performed with promptness and diligence in a workmanlike manner and at a level of proficiency to be expected of an employee with the background and experience that employee has represented he/she has.
- J. The employee is expected to be with the company for 1 year for a letter of reference from the company.

II. WORK PRODUCT/SCOPE OF WORK & PERFORMANCE METRICS:

Responsibilities of Business and Supply Chain Operations Manager (not limited to but includes:)

- A. Database Management: Maintain database of Vegan & Cruelty-free brands and products on Alt Mart
- B. Vendor Onboarding: Onboard brands, Negotiate and Contract Management
- C. Inventory Management: Stock maintenance and accountability
- D. Vendor Management: Purchase orders, pricing updates and relationship management
- E. Business Reporting: Daily work reports, Inventory, P&L, MIS Reporting and Monthly Accounting
- F. E-commerce Management: Product Listings, Stock and Offers update
- G. Payments Management: Vendor summaries and RTV/obsolescence report



- H. Other portals Catalog and Order Management: Whatsapp, Dunzo and other
- I. Customer Order fulfillment: Review orders received, pack and coordinate deliveries, create shipping labels, follow-up until products are delivered
- J. Order Issue Management: Work with suppliers and customers on any order related issues
- K. Customer follow-up communication: Reviews and feedback
- L. Process Documentation: Improve workflow/processes
- M. Social Marketing: Whatsapp/Telegram/Facebook/Mailchimp (if needed)
- N. Other administrative work: Coordinating with accounting and other business operations

Monthly Performance Metrics:

- Were daily tasks completed and accurately reported daily?
- Was work organized and executed as prioritized?
- Did you successfully onboard brands within 15 days (contacting them - > listing the products on the website)?
- Do we have Vendor contracts for all vendors on Alt Mart?
- Were all RTVs for the previous month executed and credit received?
- How many stock outs did we have for the top 30 best sellers?
- Did you dispatch previous day customer orders by 11 am and same day customer orders by 4 pm?
- How many customer issues did you resolve? Were they satisfied with the resolution? Document customer responses on whatsapp.
- What is the average order-to-delivery time for inventory and dropship orders? Document this.
- Customer Satisfaction: Did you get 10 positive google reviews (and google form reviews) in a month?



- Did you speak to 10 customers over the phone for feedback on Alt Mart experience and products?
- Are all customer contacts up to date on broadcast groups?
- Is Whatsapp catalog up to date w/ the top 50 best sellers?
- Are Dunzo and other catalogs up to date with 50 best sellers?
- Did we successfully run 2 offers/ product promotions a week on whatsapp/telegram?
- Accounting Application up to date for previous month
- MIS Report done by 5th of every month - P&L, Orders, Customer retention rate, Average Order Value, Net Revenue, Revenue and Order increase, Inventory aging
- Were GST and other compliance work done by the 10th of every month?
- Do we have process documentation for every business and supply chain process? What new processes were documented?

III. FINANCIAL OBLIGATION

- A. The compensation offered to the employee for the scope of work is Rs 23,000 per month
- B. Upon completion of the 6 months of employment, a performance review will be held for consideration of a salary increase between 5 to 10%.
- C. The first salary payment to be paid at the end of the 45 days from commencement of employment. Follow on payments will be made every 30/31 days after that.
- D. To account for any unforeseen circumstances and holidays, the Company is allowed a grace period of 5 days from monthly payment due date to transfer the compensation.

IV. DEFINITION OF CONFIDENTIAL INFORMATION



- A. For purposes of this Agreement, “Confidential Information” shall include all information or material that has or could have commercial value or other utility in the Company in which the employee is engaged. It includes (i) technical information, including patent, copyright, trade secret, and other proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed products and services of Company, or (ii) non-technical information relating to Company's products, including without limitation pricing, margins, merchandising plans and strategies, finances, financial and accounting data and information, suppliers, customers, customer lists, purchasing data, sales and marketing plans, future business plans and any other information which is proprietary, created for and confidential to the Company.
- B. If Confidential Information is in written form, the Company shall label or stamp the materials with the word “Confidential” or some similar warning. If Confidential Information is transmitted orally, the Company Party shall promptly provide a writing indicating that such oral communication constitutes Confidential Information.
- C. The employee shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Company. employee shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement.
- D. The employee shall not, without the prior written approval of Company, use for employee’s own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of



Company, any Confidential Information. Upon termination of any relationship between the parties, the employee will promptly deliver to the Company, without retaining any copies, all documents and other materials furnished to the employee or created for the Company.

V. EXCLUSIONS FROM CONFIDENTIAL INFORMATION. employee's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the employee; (b) discovered or created by the employee before disclosure by Company Party; or (c) learned by the employee through legitimate means other than from the Company's business operations or Company's representatives.

VI. OWNERSHIP

- A. The employee agrees to assign and does hereby assign to Company all right, title and interest in and to the Work Product created for the Company. All Work Product shall be the sole and exclusive property of the Company and employee will not have any rights of any kind whatsoever.
- B. The employee agrees, at the request and cost of Company, to promptly sign, execute, make and do all such deeds, documents, acts and things as the Company may reasonably require or desire to perfect Company's entire right, title, and interest in and to any aspect of the Work Product.
- C. The employee will not make any use of any of the Work Product in any manner whatsoever without the Company's prior written consent. All Work Product shall be promptly communicated to the Company.
- D. The employee shall return to Company any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Company requests it in writing.



- VII. TIME PERIODS. The non-disclosure provisions of this Agreement shall survive the termination of this Agreement and the employee's duty to hold Confidential Information in confidence shall remain in effect for up to a period of twelve (12) months following the termination of this agreement for any reason whatsoever.
- VIII. NON-COMPETE. During the term of this Agreement and for a period of twelve (12) months following the termination of this agreement, the employee, as an individual entity or as part of a business entity directly or indirectly shall not (i) in any manner whatsoever engage in any capacity with any business competitive with the Company's current lines of business or any business then engaged in by the Company, any of its subsidiaries or any of its affiliates (the "Company's Business") for the employee's own benefit or for the benefit of any person or entity other than the Company or any subsidiary or affiliate; or (ii) have any interest as owner, sole proprietor, stockholder, partner, lender, director, officer, manager, employee, agent or otherwise in any business competitive with the Company's Business.
- IX. TERMINATION
- A. This Agreement may be terminated by the Company without notice, cause and without liability, in case of unsatisfactory deliverables and conduct by the Employee. Otherwise, the contract may be terminated by giving 30 calendar days written notice of such termination by the Company. The employee must serve the notice period of 30 days to receive full pay. No letter of recommendation or work certificate will be provided if the employee leaves within the 1 year contract duration.
- B. The Employee may, under unforeseeable circumstances, request for termination of contract by giving a 45 days notice.
- C. If the employee leaves before 6 months from the date of joining, the hiring costs of Rs 5000 will be deducted from the employee's final payout from the company.



- D. This Agreement may be terminated by the company effective immediately with written notice of such termination to the other Party in the event of a material breach by the other Party. "Material breach" shall include: (i) any violation of the terms contained in this agreement or (ii) an act of gross negligence or willful misconduct of a Party.
- X. RELATIONSHIPS Nothing contained in this Agreement shall be deemed to constitute either Party a partner, joint venturer or employee of the other Party for any purpose.
- XI. DISPUTE RESOLUTION
- A. In the event of a dispute between the parties regarding the construction, scope or effect of any of the terms and conditions herein contained or in any way touching or concerning these presence or determination of any liability, the parties shall use their best efforts to amicably resolve such disputes through mutual discussion.
- B. In case such disputes are not settled amicably between the parties all such disputes and differences between the parties shall be referred to the sole arbitrator nominated by the Company and the same shall be deemed to be a reference within the meaning of the Arbitration & Conciliation Act, 1996 as amended from time to time. The Arbitration award shall be final and binding on the parties. The proceedings shall be conducted in English and the seat and venue for the Arbitration shall be Hyderabad, Telangana State.
- XII. SEVERABILITY
- A. If any provision of this Agreement is or becomes invalid or unenforceable or prohibited by the law of the place where it is performed, this Agreement shall be considered divisible as to such provision, and such provision shall



be inoperative and shall not be part of the consideration moving from either hereto to the other and the remainder of this Agreement shall be valid and binding and of like effect as though such provisions were not included herein.

- B. A breach of any of the promises or agreements contained herein will result in irreparable and continuing damage to the Company for which there will be no adequate remedy at law, and the Company shall be entitled to injunctive relief and/or a decree for specific performance, and such other relief as may be proper (including monetary damages if appropriate).
 - C. This Agreement shall be governed in all respects by the laws of the State of Telangana, India, as such laws are applied to agreements entered into and to be performed entirely within Telangana state. This Agreement shall be construed as having been executed in the city of Hyderabad and for all purposes under this agreement the Courts of Hyderabad alone shall have jurisdiction.
- XIII. INTEGRATION. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in writing signed by both parties.
- XIV. WAIVER The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each Party's obligations shall be binding on the representatives, assigns and successors of such Party. Each Party has signed this Agreement through its authorized representative.



IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written below.

Company

By: Humane Products and Services Pvt Ltd.

Name: Rupa Obulreddigari

Title: Director

Date: Feb 26th, 2022

Signature: R.O

Employee

By: _____

Name: _____

Date: _____

Signature: _____





OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Adeeba saher
Humayun nagar, 10-30-14/B/14 ,royal colony
Hyderabad – 500028
TS
IND

Dear Adeeba,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the “Company” or “Amazon India”), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the “Offer cum Appointment Letter”) the position of **CS Associate(C)[S]** at **Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on **13-Jun-2022** and shall end as per the provisions contained in Section 14 herein below.

2. Duties

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka
India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

- 2.1 You will be employed in the position of **CS Associate(C)[S]**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your fixed-term employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

4. Place of Work



Your initial place of work will be at Amazon India's in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration

- 5.1 Your Annual Base Pay will be Rs.**235,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies , or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

6. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
 - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
 - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
 - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
 - (13) any copies of the above mentioned information.

8.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

9. Intellectual Property Rights

- 9.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:
- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
 - (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the employee or Company may hereafter make or develop;
 - (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
 - (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
 - (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 9.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and

related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

9.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

9.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

9.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

10. Non-Solicitation

10.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

10.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company

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(whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

11. Employee Data Protection

- 11.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 11.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

12. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

13. Termination of Employment

- 13.1 Your employment with Amazon India shall automatically end on **10-Dec-2022** unless terminated earlier as per the provisions of this Section.
- 13.2 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.
- 13.3 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;

- (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India

13.4 On the expiry or sooner termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

14. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

15. New Hire Background Investigation

- 15.1 It is Amazon India's policy to investigate all its new hires. Your fixed-term employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 15.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 15.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 15.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 6 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

16. Foreign Nationals

- 16.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 16.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 16.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

17. Representations and Warranties



You hereby represent and warrant to the Company that:

- 17.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 17.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 17.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer);
- 17.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 17.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 17.6 You are aware that your employment is only for a limited, fixed duration and that you will not have the right, nor will you make a claim, to be inducted as permanent employee with Amazon India.
- 17.7 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

18. Notices

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th
Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka
India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider to your Primary Work Location or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

19. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

20. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

21. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

22. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

23. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

24. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

25. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

26. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

27. Headings



The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

28. Survival

Your obligations under Sections 8, 9, 11, 13, 19, 20, 21, 23, 24, 25 and this Section 28 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:RAMYA GALLA
Date: 2022.06.08 16:14:51 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



26-Apr-2022

Dear Ubbala Vishnupriya,
B.A, Humanities & Social Sciences
St. Ann's College for Women, Mehdiapatnam, Hyderabad

Candidate ID – 21072873

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

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

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

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

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

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of **50%** aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Ubbala Vishnupriya **Designation:** Programmer Trainee

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

Note: The Insurance amount may vary subject to market conditions from time to time.

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

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

Leave & Vacation:

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

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

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

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Ubbala Vishnupriya, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
- c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24

hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company;

- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

client.

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited

Ubbala Vishnupriya

Sign: _____
Name:

Sign: _____
Date:

Thursday, May 19, 2022

Sai Bhavani Jemmy
H No 12-1-331/A/7/A, Dattatreya Colony,
Asif Nagar, Hyderabad,
Andhra Pradesh -500028

Subject: Offer Letter

Dear Sai Bhavani Jemmy,

Congratulations! On behalf of MassMutual Global Business Services India LLP, I am pleased to extend our offer of employment, as **Analyst, Operations**, reporting to Akella Achuta Viswanath, Senior Manager, Operations. This offer is contingent on the completion of satisfactory references, background investigation, and any federal securities law requirements / FINRA regulations (including fingerprinting).

Joining Date – Your employment starts on **Monday, September 5, 2022**.

Work Location – 7th Floor, Block 1, BSR IT SEZ, Serilingampally Mandal, Nanakramguda Village, Rangareddy District, Hyderabad – 500008, Telangana.

Probation – You will be on probation for a period of six months from the date of joining. On successful completion of your probation, you will be confirmed as a permanent employee of MassMutual Global Business Services India LLP.

Compensation – Your target Cost to Company (CTC) for the year is **INR 306,194**. The break-up of the annual CTC shall be as set out below:

Pay Components	Annual	Month
Fixed Compensation - A	₹ 270,000	₹ 22,500
Basic Salary	₹ 135,000	₹ 11,250
House Rent Allowance (HRA)	₹ 81,000	₹ 6,750
Allowances	₹ 54,000	₹ 4,500
Retirals - B	₹ 22,694	₹ 1,891
Provident Fund (Employer Contribution)	₹ 16,200	₹ 1,350
Gratuity	₹ 6,494	₹ 541
Variable Pay (Annual Target Short term Incentive) - C	₹ 13,500	₹ 1,125
Cost To Company (CTC) = A+B+C	₹ 306,194	₹ 25,516

Please note that the above employment offer is contingent upon you successfully completing the graduation course without any pending subjects in any of the semesters in your curriculum, at the time of joining MassMutual.

- Allowances as allowed by law and decided at your discretion unless otherwise noted, including:
 - Leave Travel Allowance

- o National Pension Scheme (NPS) Contribution
 - o Child Education and/or Hostel Allowance
 - o Meal Voucher or Onsite Meals
 - o Balance allowance – Total allowance amount minus discretionary amounts you decide above
- Provident Fund (Employer Contribution) is 12% of Basic Salary
 - Gratuity accrued for monthly and payable at the time of termination following a minimum of 5 years of active service
 - Annual target short-term incentive will be paid annually at the discretion of the Company.

Benefits – You will be eligible for benefits as mentioned in the "MMGBSI Employees Benefits and General Guidelines" document as attached.

- a) Medical Insurance Coverage: Employee, spouse, children up to 25 years of age, plus two dependent parents/in laws in any one set. Coverage – INR 6 Lakhs
- b) Personal Accident Insurance Coverage: Applies only to the employee and does not cover the employee's family. Coverage – 5 times the Annual CTC
- c) Life Insurance Coverage: Applies only to the employee and does not cover the employee's family. Coverage – 3 times the Annual CTC
- d) Leaves: You are eligible for annual paid time-off of 25 days and 10 annual declared holidays, prorated depending on your date of joining.
- e) Employee Assistance Program: Professional and counselling services to employees, managed by a third-party vendor
- d) Internet Reimbursement: Reimbursement of expenses incurred on broadband internet connection can be claimed against valid original bills issued in your name. Reimbursement Amount – INR 1000/month

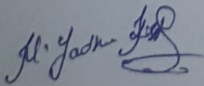
As you plan for your first day, please arrive at the MassMutual worksite at 10 AM on Monday, September 5, 2022. Your typical workday will be Monday through Friday, unless otherwise mutually discussed and agreed.

To accept this offer of employment, please print the attached letter and sign it. Please scan a copy of the signed offer letter and email it back to us.

If you have any questions about this offer of employment, or if our understanding of your acceptance is not correct, please feel free to talk to us.

We look forward to welcoming you and are excited about the contributions you will make as we build our company.

Best Regards,



Yadhu Kishore Nandikolla
Director, Human Resources

Offer Accepted By: Jemmy Sai Bhanu Date: 19-05-2022



February 2, 2022

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

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

Dear Harshitha Immaneni,

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. This is a scholarship program customized as a robust academic and training program which will enable 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 to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("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**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Endorsement

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

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') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier 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. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

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. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

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

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

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.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 in My Policies section in myWipro, the HR portal at Wipro.
- ii. 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 negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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

You are eligible for a floater coverage of Rs.2,00,000/- 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 by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. 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/- (*)

(*) You shall 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. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and 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.

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 Rs.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 during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

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

5. Training Agreement:

- i. 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").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the 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.

6. 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 of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours 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
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. 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.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. 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.
- xvi. 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 would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. 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
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. 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.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you 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
- ii. 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.
- iii. 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:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. 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.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. 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 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.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of 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 Confidential Information except as may be required under obligation of law or as may be required by 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).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, 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 and will be the

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of 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 Confidential Information except as may be required under obligation of law or as may be required by 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).
- ii. 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 have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. 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, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its 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 unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, 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 may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding 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.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice 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/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment 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.

14. Cancellation of Enrolment:

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

15. Study Hours:

- i. 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 WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.

- iv. The full day lecture sessions will be held at any of Wipro's other establishments/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.
- v. 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.

16. General:

- i. 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.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other 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.
- v. 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 time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. 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 make or retain any copies of these items.
- ii. 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.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, 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**,



Aparna Shailen
General Manager - Human Resources

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

ANNEXURE I

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

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

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

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."

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 my 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.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees 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 focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"EMERGE" a behavioral skills building training program ensures that the fresh Trainee start feeling 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 projects that the recruits are expected to complete 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

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

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.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This 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.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

iii. 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.

iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Accept Decline

Signature Harshitha Immaneni 2/2/2022 11:06 AM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

Doddakannelli

F :+91 (80) 2844 0054

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

23380522



Clean Harbors India LLP

10th Floor, The Skyview Tower 20,
Raidurgam (V), Serilingampally (M),
RR (D), Hyderabad - 500081, Telangana, India.

Contact Number: +91 40 6829 0000

Mail ID: contact.CHI@cleanharbors.com

CIN: AAK-8400 GSTIN: 36AAMFC9044J2ZI

Strictly Confidential

August 05, 2022

CHIOFR/22#0323

Ms. Deepthi Rani Mahanthi

deepthimahanthi40@gmail.com

H No: 4-2-65/11, Rajampet

Sangareddy Mandal

Medak - 502001

Telangana, India

Sub: Offer of employment with Clean Harbors India

Dear Deepthi:

With reference to your application and subsequent interviews with us, we are pleased to offer you employment with Clean Harbors India (**CH India** or **Clean Harbors India**) with the following details.

Offer Details:

1. **Position** : Trainee Associate
2. **Band** : A
3. **Start Date** : August 08, 2022
4. **Reporting Time** : 2:00 PM (only on the day of joining)
5. **Reporting address** : 10th Floor, THE SKY VIEW 20 SOUTH, Raidurgam (V), Madhapur, RR (D), Hyderabad - 500 081, Telangana, India.
6. **Probationary Period** : Three (3) Months
7. **Job Location** : Hyderabad
8. **Annual Compensation** : ₹300,000 (For breakup of compensation, please refer Annexure A)
9. **Reporting Manager** : Raghuveer Reddy Kundur

Other Benefits:

- a) **Leaves and Holidays:** You will be entitled for ten (10) days of declared and approved national or festival holidays, fifteen (15) days or privilege leave, twelve (12) days of Casual Leave and twelve (12) days of Sick leave every calendar year (Jan to Dec) and pro-rated based on your date of joining.
- b) **Medical Insurance:** You and your family comprising of 5 dependents (Spouse, 2 Children and Parents or In-laws) will be entitled to company provided medical insurance floater coverage of 6 Lakhs.



- c) **Accidental and Term Life Insurance:** You will be entitled to an Accidental Insurance coverage of 3 times of your annual compensation and a Term Life Insurance coverage of 25 Lakhs or 3 times of your annual compensation whichever is higher.
- d) **Provident fund:** Company will contribute PF, as per the provisions of Employees' Provident Fund and Miscellaneous Act, 1952, as applicable.
- e) **Other benefits:** You will be eligible for the other benefits as provided by the company, subject to change and revisions from time to time.

We would appreciate you joining on **August 08, 2022**. Any change to your start date shall be communicated in writing by either side and is subject to the approval of the undersigned.

This offer of employment is made basis the information provided by you in your application and discussions during the interview process. The offer is liable for change or cancelation if any of the information provided by you is found to be false at a later stage. The decision of the management shall be final and binding.

This offer and the commencement of your employment is contingent on the following (unless expressly waived by CH India in writing):

1. Submission of the following documents:
 - i) Copies of Offer & Relieving letter from all previous employer (If any)
 - ii) Copies of all your educational qualifications
 - iii) Address/ID proof
 - iv) PAN Card Copy
 - v) AADHAAR number
 - vi) `Passport front and back pages
 - vii) Latest passport photo with white background only
 - viii) Any other documents advised by management
2. Valid termination of any pre-existing employment before the start date; (If any)
3. Executing an employment agreement on the start date;
4. Successful completion of a background investigation conducted by CH India

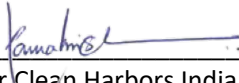
If you fail in the above investigation, or do not cooperate or provide assistance in undergoing such investigation, this conditional offer will immediately be withdrawn without any claim against, or liability to CH India.

You hereby consent to Clean Harbors India collecting, processing and handling information including sensitive personal information for legal, personnel, administrative and management purposes, including for the purpose of conducting background checks or other future investigations.



This letter shall be governed by the laws of India. The courts at Hyderabad shall have the exclusive jurisdiction over all disputes or claims between you and CH India under this letter.

Please sign and return a copy of this offer letter confirming your acceptance within three days of receiving this letter. This letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between you and Clean Harbors India. Any employer-employee relationship is only meant to arise upon execution of the employment contract that will be provided to you at the time of joining. Upon execution of the employment agreement, this letter shall form a part of the terms of your employment and shall be read together with the appointment letter.



for Clean Harbors India
S V Rama Krishna
Vice President – Human Resources

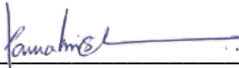
Agreed and Executed
Deepthi Rani Mahanthi



APPENDIX- A

<u>ANNEXURE 1 - SALARY STRUCTURE</u>		
Name	Deepthi Rani Mahanthi	
Designation	Trainee Associate	
Band	A	
Date of Joining	August 08, 2022	
Component	Amount Per Month	Amount Per Annum
Fixed Components		
Basic	12,500	150,000
HRA	5,000	60,000
Special Allowance	4,200	50,400
Flexi Kitty Components		
LTA	1,000	12,000
Phone & internet	500	6,000
Meal Voucher		
Total Gross Salary	23,200	278,400
Employer PF	1,800	21,600
Retiral Benefits	1,800	21,600
Variable Pay		
Total Compensation	25,000	300,000

*You shall also be entitled to receive gratuity in accordance with the provisions of the Payment of Gratuity Act, 1972, should you exit from CH India after completing 5 years or more of continuous service.


for Clean Harbors India
S V Rama Krishna
Vice President – Human Resources

Agreed and Executed
Deepthi Rani Mahanthi



Date: 19-Jan-22

Dear Farjana Khatun

Welcome to CSS. With reference to your discussions with us, we understand that you are the kind of person that we are looking for to play a key role in helping to drive the business toward achieving its market potential and with such understanding, we are pleased to extend an offer of employment on the terms and conditions as stated herein.

Upon your joining the Company, you would be designated as **Trainee**. Please read these Terms and Conditions and signify your acceptance by signing at the designated space below.

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **195000/-** (Rupees One Lakh Ninety Five Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **185250/-** (Rupees One Lakh Eighty Five Two Hundred and Fifty Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **9750/-** (Rupees Nine Thousand Seven Hundred and Fifty Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as Grade **JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic intervals and get familiarized with all the then applicable policies of the Company and any failure to do so shall not be an excuse not to comply with the same.

CSS Corp Private Limited

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Ambattur, Chennai Tel:91 44 66768000 ,www.csscorp.com



8. **E-mail ID & Contact Details:** You will need to communicate your personal e-mail ID, at the time of joining, such e-mail ID, so communicated by you, can be treated as the authenticated (without limiting the rights of the Company to notify / communicate to you through any other mode or e-mail IDs) e-mail address for any communication from you. You will also keep us informed in writing of any change in your residential address, civil or marital status and such other matters.
9. **Relocation:** If you are stationed outside of **Hyderabad**, upon you joining the Company, you will be reimbursed expenses of your relocation to **Hyderabad** from your current location as per the details enclosed in Annexure 1.
10. **Transport Facility:** In accordance with the Company's policy, company transport facility is available only for certain grades of employees working in US & UK time zones. If you wish to use this facility, a subsidized amount based on the distance would be deducted from your monthly salary. More details would be provided upon your joining.
11. **Medically fit:** This employment is subject to you being medically fit and the Company shall also conduct a background and reference check as per Company policy. In the event the results of such checks are unsatisfactory on any account or if any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, your services will be terminated immediately without prior notice. Further, you will be liable to payback all the expenses incurred by the Company as mentioned in "Return of benefits" Clause.
12. **Probation:** You will be on probation for a period of Three (3) months from the date of you joining the services of the Company, which may be extended by the Company at its discretion, including but not limited to for reasons such as non-completion of training(s) to the reasonable satisfaction of the Company. At the end of the probation period, your services with the Company would be confirmed subject to your performance meeting the requisite standards. During the probation period, either party may terminate employment by giving two (2) month notice in writing or two (2) month of gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
13. **Termination:** Post confirmation of employment, your services may be terminated by either party by giving Sixty (60) days written notice or Two (2) month's gross CTC in lieu of notice. However, the Company reserves the right not to accept payment in lieu of the said notice and at its sole discretion enforce the notice period.
14. **Return of benefits:** For any reason, should you cease to be an employee of the Company within one (1) year of your joining date, you shall be liable to payback immediately all the expenses incurred by the Company including but not limited to joining bonus, notice period buy-out cost, training cost, relocation expenses, any brokerage commission / fee, certification costs etc. Without prejudice to any other rights of the Company, such liabilities shall be considered as a due from you and recoverable / deductible from any payments payable by the Company to you. However, the Company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
15. **Unauthorized absence:** Unauthorized absence or absence without permission from duty for a continuous period of five (5) working days would make you lose your lien on employment. In such case, Company reserves its right to terminate your employment without any further notice. In addition, you will be liable to payback all the expenses incurred by the Company up to the effective date of termination.

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16. **Secrecy:** During the period of your employment, you will work honestly, faithfully, diligently, and efficiently for the growth of the Company. You are expected to maintain utmost secrecy in regards to the affairs of the Company and shall keep confidential, any information, instruments, documents, etc., relating to the Company that may come to your professional knowledge as an employee of the Company. You will also be required to sign a Proprietary Information and Inventions agreement on joining.
17. **Activities:** During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up (whether part time or otherwise) any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. Also, you shall not commit / involve (whether directly or indirectly) in any act or omission (whether intentional or reckless or negligent or otherwise) which prejudices the interest(s) / goodwill of the Company. You shall not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products, services or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the explicit written permission from the Company. Any breach thereof, shall be deemed to be a violation of the Company policies and would be treated in accordance with "Termination of breach" clause of the terms of this offer and policies of the Company then in force.
18. **Assets and Materials furnished by Company:** Company shall own all assets, materials / equipment it provides to you. You shall return all assets, documents, files, materials / equipment upon the earlier of the termination of your services or Company's request for return of such assets, materials, etc. You shall be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Non compliance to return of company's assets would entail serious action for the recovery of such asset(s), both by civil and criminal action.
19. **Non-Solicitation:** For a period of one (1) year after termination of your employment with the company, you shall refrain from soliciting for rendering your services in any capacity to any client or customers for which you have performed services as an employee of the Company during the twelve (12) months prior to your separation from the Company. During the term of your employment with the Company and for a period of twelve (12) months thereon, you shall not solicit, entice the employees, agents, any other personnel, and contractors of the Company to terminate their employment with the Company / join with any other organization / firm. For the purpose of this para, the expressions client or customers mean those with whom you have interacted or dealt with by virtue of your employment with the Company, during the term of your employment with the Company.
20. **Work Done For Hire:** All work product(s), tangible / intangible properties prepared or developed or conceived by you, during the term of your employment with the Company, shall be considered works made for hire owned exclusively by Company. You shall not have any rights (of whatsoever nature) in the intellectual property right (of any kind including but not limited to the right to be identified as author and the right of ownership etc) prepared or developed or conceived in connection with your services to Company. You agree to, both during and after the term of your employment with the Company, execute all papers, including without limitation copyright applications, patent applications, declarations, oaths, assignments of priority rights, and powers of attorney, which the Company and/or its customers may deem necessary or desirable in order to protect the rights and interests in any work products and such other deliverables. In addition, you hereby irrevocably designate and appoint the Company and/or its customers as your agent and attorney-in-fact to execute any such papers on your behalf, and to take any and all actions as the Company may deem necessary or desirable in order to protect its rights and

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interests in any work products or deliverables. To the extent any such work products and/or deliverables is (for any reason whatsoever) determined not to be "work made for hire," You hereby irrevocably and exclusively assign, transfer and convey to the Company and/or its customers all intellectual property rights, in and to any and all such work products and deliverables.

21. **Governing Agreement:** If you have [executed / to execute] any agreement(s) in connection with the Company then your services shall also be governed by such applicable agreement(s). With respect to any subject matter(s) / issue(s), if any conflict arises between this Offer Letter and any such applicable agreement(s) then the respective provision(s) in such agreement(s) shall prevail over this Offer Letter.
22. **Tax:** All payments due payable to you by the Company shall be subject to deduction of all applicable taxes / levies, as per the prevailing statutory provisions.
23. **Termination for breach:** CSS Corp reserves its right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
24. **Code of Conduct:** Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination of employment. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to payback any amount in lieu of notice. You shall conduct yourself in conformity with the code of conduct of the Company, as in force from time to time, a copy of which would be provided to you at the time of your joining and can also be viewed in Company's intranet. Further, you shall carryout the instructions in letter & spirit, given by your superiors and shall not disobey the instructions given. You would be given the required opportunity to discuss with your superiors and raise your concerns before the appropriate forums within the organization and you shall not discuss or air your views (which may cause loss to the image and reputation of the Company) in public.
25. **Retirement:** You will retire on the last day of the month in which you complete sixty (60) years of age.
26. **Personal Indebtedness:** Company shall not be responsible for any personal indebtedness or other liabilities incurred by you, during the term of your employment with the Company. You understand and accept that you shall have no authority to pledge the credit of the Company to any person or entity without necessary written authorization from the designated Official of the Company.
27. **General:** The above terms and conditions are based on Company policies and other rules currently applicable in India and are subject to amendments, regulations of the Company as shall be in force. Only those authorized by a specific power of attorney may sign legal documents, representing the Company. In all service matters, including those not specifically covered here, such as Travel, Leave, Retirement, etc., you will be governed by the rules/policies of the Company framed from time to time.

We look forward to having you on board on between June to August'22. As a token of acceptance of this offer letter, please sign the duplicate copy attached and return to the Company or confirm your

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acceptance by e-mail to **campus.career@csscorp.com** before **2 business days** else, this Offer letter stands void.

The undersigned accepts the above employment offer, agrees that it contains the terms of employment with CSS, and that there are no other terms, expressed or implied. By accepting this offer of employment, the undersigned is acknowledging that no prior employment obligations or other contractual restrictions exist which preclude employment with CSS. It is further understood that this offer is confidential and disclosure outside of the undersigned's family or financial, accounting, and/or legal advisers may result in termination of employment or withdrawal of this offer.

Accepted:

Name

Date

For CSS Corp Private Limited

Welcome to CSS Corp Private Limited

A handwritten signature in black ink, appearing to read "P R Manikantan", written over a light blue horizontal line.

P R Manikantan

Senior Director, Campus and Institutional Alliances

1. Annexure 1 - Salary Working
2. Annexure 2 - Mandatory Documents to be produced on Joining Day & Reporting Details

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Annexure 1				
Salary Working				
Designation: Trainee			Grade:	JL1B
	Explanatory Notes		Monthly	Annual
Guaranteed Components				
Basic Pay	30%	Fixed Components	5,557	66,684
House Rent Allowance	50%	Basic	2,779	33,342
Statutory Bonus	As per the Act		1,111	13,332
Special Allowance*	Balancing component		4,754	57,045
Statutory Benefits				
Provident Fund (Employer Contribution)	As per the Act		1,237	14,847
Total Guaranteed Compensation			15,438	1,85,250
Variable				
Variable Performance Pay (VPP)	5%	On CTC		9,750
Gross Cost to Company (CTC)				1,95,000
Benefits				
Personal Accident Disability Cover				7,50,000
Accidental Death Cover				15,00,000
Group Term Life Insurance Cover				15,00,000
Employee Direct Linked Insurance Cover				6,05,000
Hospitalization Insurance for Self, Spouse & 2 Dependent children				2,00,000
Gratuity as per prevailing rules				
Leave Encashment upon exit	60 days	Basic		
Deductions				
Statutory Deductions like:- Provident Fund, ESIC, Labour Welfare Fund, Income Tax & Profession Tax - As per applicable rules				
*Special Allowance includes Flexi option - LTA, Meal Card and NPS Contribution				
**Tax Exemption on Flexi Option will be provided as per prevailing IT Rules on production of proofs.				
** As per current policy all variable payments are eligible to be paid only if on rolls as on date of payment.				
** Variable Performance Pay (VPP) will be paid twice in a year (i.e.) October and April based on the Individual and Company's performance				

Annexure 2

MANDATORY DOCUMENTS TO BE PRODUCED ON JOINING DAY :

Kindly ensure that the photocopy of the following documents are submitted on Day 1. Originals of the same should be carried for verification and will be returned on the same day.

1. Copies of academic credentials :
 - i) Degree certificates and those of other professional qualifications
 - ii) Photocopies of Certifications if any
2. Recent Colour Photographs
 - i) Passport size photographs – 4 Numbers for self
 - ii) Stamp size photographs – 2 Numbers for self
3. From previous employment(s)
 - i) Last 3 months salary slips and/or copy of last salary revision
 - ii) Relieving letter from last employer
 - iii) Service certificates
 - iv) References of two people with whom you have worked.
 - v) Form 16 / IT Computation Sheet from previous employer(s) for the current financial year
4. Personal details
 - i) Copy of Valid Passport and Valid Visas
 - ii) Copy of PAN Card
 - iii) Copy of Ration card / address proof
 - iv) Details of immediate family members (name and Date of birth) for Medical Insurance
5. Signed Copy of Appointment Letter

INFORMATION REQUIRED FOR TRANSFERRING PROVIDENT FUND FROM PREVIOUS COMPANY

If already a member of a Provident Fund with previous employer, then:-

1. Employer's name.
2. Date of joining and leaving service with them.
3. Name and address of the Regional Provident Fund Office.
4. Personal PF account No.
5. UAN no.
6. Names and Date of Birth of Family members you would want to mention as nominees for Provident Fund Scheme.

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This is a computer generated offer and does not require any signature

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PRIVATE AND CONFIDENTIAL

24 March 2021

Repalli Anusha
St no:03, Mayurimarg
Begumpet, Hyderabad-500016

Re: Employment with Ryan India Tax Services Private Limited

Dear Anusha,

In accordance with our recent discussions, this letter (hereinafter referred to as the "**Employment Letter Agreement**" or "**Agreement**") will confirm that the following shall be the terms and conditions of your employment with Ryan India Tax Services Private Limited (hereinafter referred to as the "**Company**"). We are confident you will find Ryan a unique and rewarding place to work; Ryan India has been recently certified as a Great Place To Work by the Great Place To Work Institute.

1. POSITION

You are appointed as **Tax Associate** of the Company and are required to join by the start date of **26 April 2021** by countersigning this Agreement within seven (7) days from the date of this Agreement as set forth above. As such, you shall perform the duties set forth in Annexure I.



REVENTICS

A Provider Engagement Company



Jhansi Cheluka

DOJ : 15-06-2022

Emp. No. 16697

Blood Group: B+Ve

Emergency Contact No. 9676786510

Sanali Info Park, 8-2-120/113, First Floor, Block C,
Road No. 2, Banjara Hills, Hyderabad - 500 034.
Telangana. Phone : +91-40-42700215

www.reventics.com



IT SOLUTIONS



Kondapalli Priyanka

Talent Acquisition Executive

ID No: J-006

www.j2its.com

Ref No: 23312068
09-Nov-2022



Zubia Shahbaz

Dear **Zubia**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 210,002**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **10-Nov-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"),



Shibu Balakrishnan
AVP – HR

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

Signature:

Date:

OFFER LETTER

Dear **Ms. Divya Rokkala**

It is a pleasure to inform you that the Department of **H&BS** has recommended your appointment at the rank of **Asst. Professor**, effective from 10-08-2022.

This recommendation has been forwarded with your credentials to me authorizing me to inform you of the terms of the offer.

1. The proposed annual salary is Rs. 300000/- (Three Lakhs Only) on **Rs 25000/-** per month basis.
2. You will be eligible for salary increases in subsequent years based on your performance appraisal.
3. The initial appointment is for a period of one/two/three years. A mandatory review for tenure and promotion must be conducted before extending the duration.
4. If you voluntarily terminate KIET employment, or if you engage in behaviour that makes termination of employment necessary, KIET reserves the right to deduct the same form salaries due to you.
5. In addition, acceptance of this offer may have tax consequences for you, and necessary payroll deductions will be taken towards the relocation incentive payment.
6. A condition of this appointment is that you resign any faculty appointment or other employment which you are holding elsewhere by the effective date of your KIET appointment.
7. You may be posted to any of the KIET group of institutions based on the requirements.
8. The general function and responsibilities of the position are in **Annexure – A**.
9. Rules and regulations and code of conduct prescribed from time to time apply to all full time faculty members given teaching assignment attached to all colleges/departments of KIET group
10. Confirmed violations will result in suitable disciplinary action upto and including termination from employment or other relationships with the University. If need be, legal recourse may also be resorted against the concerned individuals.
11. You have to work minimum of 6 months from date of joining,

Please read the document and return a Xerox copy of the offer letter to the Administration Department

Looking forward to a long and mutually beneficial association


PRINCIPAL

Kakinada Institute of Engineering & Technology
KORANGI - 533 461



07/11/2022

Divya Sree

Dear Divya,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi

[Lokendra Sethi \(Nov 10, 2022 09:24 GMT+5.5\)](#)

Lokendra Sethi
Vice President - Human Resources



07/11/2022

Divya Sree
Nrr puram colony site-3 borabanda
Hyderabad, 500018
India

Dear Divya,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Help Desk Technician at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 09/11/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

1.0 Salary

Your Annual Fixed Pay will be INR 280,000.00 per annum.

1.1 Basic Salary

You will be eligible for a Basic Salary which will be INR ₹153,639.00.

1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Insurance



The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.6 Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Technology Field/Customer Support Services Group

Job Family: Help Desk Services

Job Title (Internal): Senior Assistant Help Desk Technician

Salary Grade: 51000791

2.2. Work Place

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

2.6 Conflict of Interest



Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

2.7 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.


2.8 General Conditions

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

As discussed you will be entitled to one time joining bonus of INR ₹20,000.00 less applicable taxes and statutory deductions, in the event of you joining us on or before 09/11/2022. The amount will be paid via first payroll cycle after your joining, subject to completion of joining formalities and other documentation. Please note that this amount is paid to you in advance and should you leave the company before completion of one year, the bonus paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment as per income tax act and rules will be borne by you.

Thanking You,
Yours Sincerely,


[Lokendra Sethi \(Nov 10, 2022 09:24 GMT+5.5\)](#)

Lokendra Sethi
Vice President - Human Resources



I accept the above referred Pay and Benefits and the general terms and conditions of employment

Divyasree

Divyasree (Nov 10, 2022 10:08 GMT+5.5)

Divya Sree

Nov 10, 2022

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: Help Desk Services

Title: Senior Assistant Help Desk Technician

1 a. House Rent Allowance

Maximum Limit: 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

Maximum Limit: 100% of Annual Basic

Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)



Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

Maximum Limit: Rs. 2,400 per annum

Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):
(Per child per month Rs.300)

Maximum Limit: Rs. 7,200 per annum

Supporting Documentation: Declaration and submission of receipts

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

Maximum Limit: Rs.26,400

Supporting Documentation: As per program guidelines

6. Statutory Bonus – For those earning basic salary up to Rs. 21,000/–pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

7. Transport Allowance – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

8. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.

2. The year for the purpose of this plan will be 1st April to 31st March.

3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.

- a) Transfer of the employee from one city to another.
- b) Change of grade/level.
- c) Change of residential accommodation.
- d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents

4. While selection of the menu of benefits and spending the same, the employee must ensure that he/ she should not draw more than:

- a) 25% of the annual kitty in Q1
- b) 25% of the annual kitty in Q2 & balance of Q1, if any



- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

- 5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
- 6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
- 7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

- 1. Originals are required only for verification and will be returned back immediately
- 2. Please carry a printout of this letter when submitting the joining documents.
- 3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer

Original Required for Verification: Yes

No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate

Original Required for Verification: Yes

No of Copies: Two

3 Salary details of previous Employment

Original Required for Verification: Yes

No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

Original Required for Verification: Yes



No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied

Original Required for Verification: No

No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license

Original Required for Verification: No

No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license

Original Required for Verification: No

No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

Original Required for Verification: Yes

No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

Original Required for Verification: Yes

No of Copies: Four

10 NSR Registration Number

11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Divya Sree

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:



- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.



7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary



injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi
Lokendra Sethi (Nov 10, 2022 09:24 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee



Name : Divya Sree

Divyasree
DivyaSree (Nov 10, 2022 10:08 GMT+5.5)

Date : Nov 10, 2022



25/07/2022

Harshini Nithyanantham

Dear Harshini,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include but not limited to criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. Also, the offer of employment is contingent on you meeting the educational eligibility criteria set-forth during the hiring process and you meeting the qualifying criteria for our training curriculum (including cut-off marks for courses as maybe applicable as well as cut off marks for assessment examinations, jointly and severally). If any of the aforesaid conditions are not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,
Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (Jul 27, 2022 09:21 GMT+5.5)

Lokendra Sethi
Vice President - Human Resources



25/07/2022

Harshini Nithyanantham
12-180/1 Srinagar colony patancheru
Hyderabad, 502319
India

Dear Harshini,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Senior Assistant Help Desk Technician at EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 03/08/2022.

Your appointment with EIT Services India P. Ltd [Formerly Hewlett Packard Global Soft India P.Ltd] is on the following terms and conditions.

Kindly note that considering the current pandemic situation, you are required to work from home. Once the situation normalizes, as determined by DXC, you would be required to report to any of DXC offices across the country based on information provided by your manager.

1.0 Salary

Your Annual Fixed Pay will be INR 280,000.00 per annum.

1.1 Basic Salary

You will be eligible for a Basic Salary which will be INR ₹153,639.00.

1.2. Flexible Benefit Plan (FBP):

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the difference of amount between basic salary and total fixed salary. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

1.3. Provident Fund:

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your basic salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Fund Commissioner, wherever applicable.

1.4. Gratuity:

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

1.5 Insurance



The Company will provide Group Life Insurance, Personal Accident Insurance and Hospitalization Insurance Coverage for yourself. The annual premium will be borne by the Company and is over and above your Annual fixed pay, mentioned above. Your spouse and maximum up to 2 children will be covered as per Hospitalization Insurance Policy of the Company.

Additionally, if you come within the purview of the Employee State Insurance Act 1948, you will be eligible for coverage as per the said Act. Your share of contribution along with the company's share of contribution will be remitted, as per the said Act.

1.6 Leave

You are entitled for 15 days of annual Leave per annum as per the Company's leave policy. In addition you will be entitled to a maximum of 12 working days of sick-cum-casual leave per annum. You may utilize your leave as per the company policy.

2 GENERAL TERMS and CONDITIONS OF EMPLOYMENT

2.1. Your job classification detail is as listed below:

Job Function: Technology Field/Customer Support Services Group

Job Family: Help Desk Services

Job Title (Internal): Senior Assistant Help Desk Technician

Salary Grade: 51000791

2.2. Work Place

You are initially appointed to work in our office in Chennai. You may be transferred or required to travel for the Company's business/training at the sole discretion of the Company.

2.3 Transfer

Though you have been engaged for a specific position, your services can be transferred by the company from one location to another, one department/entity to another. Your services can also be transferred to any of the company's subsidiary companies, associate companies, partners, affiliates etc. anywhere in India or abroad depending on the exigencies of business.

2.4 Retirement

You will retire from the services of the company on the last date of the month in which you reach the age of sixty. The date of birth as recorded at the time of employment will be reckoned for this purpose.

2.5 Notice for Separation/ Termination

- i. This offer of appointment is subject to reference and background checks to be conducted by the company or through designated third parties. If for any reason, the reference or background checks reveal any misrepresentation or any information detrimental to the interest of the company, the company shall be entitled to terminate your services with immediate effect, without notice.
- ii. Your services can be terminated by either party by giving to the other, a notice of three months in writing (hereinafter referred to as 'Notice Period'). The Company however, reserves its right to terminate your employment with immediate effect by giving you Salary for three months in lieu of the Notice Period.
- iii. Your position with the company calls for mandatory compliance with the Notice Period, unless relaxed by the Company in writing. Your termination of employment without compliance with the Notice period shall be treated as a material breach of this contract and Company shall be entitled to insist on your mandatory performance of the Notice Period and /or claim damages equivalent to three month's Salary.

2.6 Conflict of Interest



Your position with the Company calls for your whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business, without written permission from the Company.

27 Standards of Business Conduct

In addition to the Terms & Conditions contained herein above, your employment will be governed by the "Standards of Business Conduct" of the company. In case of violation of any of the Standards of Business Conduct your employment may be terminated with immediate effect.

28 General Conditions

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached. You would be operating from any location and in any shift, including night shift, as may be advised by the Company keeping in mind business needs and deliverables to its customers
- 2) You will be governed by all the company's rules and regulations that are in force now and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of it's rules and regulations at any time to meet exigencies of business.
- 3) You are required to sign a "Confidentiality Agreement" with the Company on the day of joining.
- 4) You will be covered by DXC Technology Employee's Intellectual Property Policy, the Company's Standards of Business Conduct and other policies, procedures and other rules as applicable from time to time.
- 5) The terms of the employment shall be governed by the laws of India and Courts in Bangalore shall have exclusive jurisdiction.
- 6) If you are absent from the designated office beyond a period of 13 working days without adequate authorization as per company policies, you shall be deemed to have abandoned employment on your own will.

Please sign and return the copy of this appointment letter as a token of your acceptance.

As discussed you will be entitled to one time joining bonus of INR ₹20,000.00 less applicable taxes and statutory deductions, in the event of you joining us on or before 03/08/2022. The amount will be paid via first payroll cycle after your joining, subject to completion of joining formalities and other documentation. Please note that this amount is paid to you in advance and should you leave the company before completion of one year, the bonus paid to you will be fully recoverable. Any tax liability arising due to recovery of this payment as per income tax act and rules will be borne by you.

Thanking You,
Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (Jul 27, 2022 09:21 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources



I accept the above referred Pay and Benefits and the general terms and conditions of employment

N.Harshini (Jul 27, 2022 09:47 GMT+5.5)

Harshini Nithyanantham

Jul 27, 2022

Candidate Physical Signature (to be completed first day of work):

I accept the above referred Pay and Benefits and the general terms and conditions of employment

First Name Middle Name Last Name

Date

Place

Annexure II

Flexible Benefits Plan (FBP)

Job Family: Help Desk Services

Title: Senior Assistant Help Desk Technician

1 a. House Rent Allowance

Maximum Limit: 50% Of Annual Basic

Supporting Documents: Declaration & at least one receipt per quarter, as proof of rent, from landlord

1 b. Actual Rent paid towards Company Leased premises

Maximum Limit: 100% of Annual Basic

Supporting Documents: Lease Agreement

2. LTA once a year (LTA will be exempt if availed by the employee twice in a block of four calendar years. The calendar years currently applicable are 2018 to 2021.)



Maximum Limit: 20% of Annual Basic subject to a maximum of Rs. 200,000

Supporting Documents: Original Tickets /Boarding Pass and/or Cash Memos & Appropriate Leave

3. Children education allowance for maximum of 2 dependent children : (Per child per month Rs.100)

Maximum Limit: Rs. 2,400 per annum

Supporting Documentation: Declaration and submission of receipts

4. Children's Hostel Allowance for maximum of 2 dependent children (in case children are in a hostel):
(Per child per month Rs.300)

Maximum Limit: Rs. 7,200 per annum

Supporting Documentation: Declaration and submission of receipts

5. Food Coupon Vouchers (Such vouchers are to be used for food expenses incurred at hotels/ restaurants during the course of the workday)

Maximum Limit: Rs.26,400

Supporting Documentation: As per program guidelines

6. Statutory Bonus – For those earning basic salary up to Rs. 21,000/–pm, statutory bonus is paid towards payment of bonus, payable under the Payment of Bonus Act, 1965.

7. Transport Allowance – Balance of the above items paid with the Salary after appropriate tax deductions at the end of the year

8. Telephone Reimbursement: Telephone and/or Broadband expenses up to INR 1,500 per month

Maximum Limit: INR 18,000 per annum

Supporting Documentation: Declaration and submission of receipts

* Employees are liable to provide proof in the event of an evaluation by Income tax authorities.

Guidelines governing Flexible Benefits Plan (FBP)

1. Employees will be eligible to select a package of benefits for one year from the menu of benefits annexed to this scheme. The selection of benefits must be done and communicated to the Payroll group. All new employees are expected to do the same within two weeks of joining the company.
2. The year for the purpose of this plan will be 1st April to 31st March.
3. The menu of benefits finalized cannot be changed by the employee during the period of that financial year. Exception to this will be made under following circumstances.
 - a) Transfer of the employee from one city to another.
 - b) Change of grade/level.
 - c) Change of residential accommodation.
 - d) Unusually high expenses incurred by the employee for hospitalization of either self, spouse or dependent children and parents
4. While selection of the menu of benefits and spending the same, the employee must ensure that he/she should not draw more than:
 - a) 25% of the annual kitty in Q1
 - b) 25% of the annual kitty in Q2 & balance of Q1, if any

- c) 25% of the annual kitty in Q3 & balance of Q1, Q2, if any
- d) 25% of the annual kitty in Q4 & balance of Q1, Q2, Q3, if any

For the purposes of the plan, the quarters will be as follows:

- a) Q1 – April, May, June
- b) Q2 – July, August, September
- c) Q3 – October, November, December
- d) Q4 – January, February, March

Any unutilized amount in the kitty as on 31st March will be paid along with the April salary and tax recovered appropriately.

- 5. In the event of separation of an employee from the services of the company, only pro-rata amount of the kitty will be allowed to be utilized by the employee for the period of actual employment during that year.
- 6. The company will recover tax from the salary every month as per the tax laws in force in respect of benefits selected by the employee.
- 7. The maximum value prescribed in the menu of benefits is the upper limit, beyond which the company will not permit reimbursements except in the case of 3(d) referred above. The employee, however, has a choice to opt for lesser value.

Mandatory Documents List

You are required to submit the following documents, prior to your Joining Date These documents will be verified with originals and hence, please make sure to bring the originals with you.

Please note

- 1. Originals are required only for verification and will be returned back immediately
- 2. Please carry a printout of this letter when submitting the joining documents.
- 3. Please carry a copy of your 'Annualized Compensation & Benefits statement' along with the Terms and Conditions of your Offer Letter when submitting the joining documents.

1 Relieving letter from previous employer

Original Required for Verification: Yes

No. of Copies: Two

2 Letters supporting Employment viz., Offer letter, Service Certificate

Original Required for Verification: Yes

No of Copies: Two

3 Salary details of previous Employment

Original Required for Verification: Yes

No. of Copies: Two

4 Education Certificates or Mark sheets with Provisional Certificates 10th to Highest Degree

Original Required for Verification: Yes



No of Copies: Two

5 Copy of PAN card/Application ID for PAN card applied

Original Required for Verification: No

No. of Copies: One

6 Age Proof Copy of Passport or Pan card or Driving license

Original Required for Verification: No

No. of Copies: One

7 Photo identity proof Copy of PAN Card or Passport or Driving license

Original Required for Verification: No

No of Copies: One

8 Address Proof to open bank account for salary credit Copy of Rental Agreement or Driving license or Voter's ID If you want to give Bangalore address for all communication in Citibank account form, please bring a copy of address proof that has your name

Original Required for Verification: Yes

No of Copies: One

9 Four passport size color photographs. Please note that 1 passport size photograph should specifically have a Navy Blue background. It is standard as per Company policy. No other types of photographs would be accepted.

Original Required for Verification: Yes

No of Copies: Four

10 NSR Registration Number

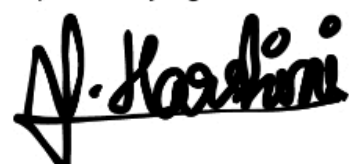
11 Note down your parents' dates of birth for nomination in PF, Gratuity

Agreement Regarding Confidential Information and Proprietary Developments India

Harshini Nithyanantham

1. Consideration and Relationship to Employment. As a condition of my employment with DXC or one of its subsidiaries, successors, assigns, or affiliates (referred to collectively as, "Company"), in return for Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties in such employment, I knowingly agree to restrictions provided for below that will apply during and after my employment by Company. I understand, however, that nothing relating to this Agreement will be interpreted as a contract or commitment whereby Company is deemed to promise continuing employment for a specified duration.

2. Confidential Information. This Agreement concerns trade secrets, confidential business and technical information, and know-how not generally known to the public (hereinafter "Confidential Information") which is acquired or produced by me in connection with my employment by Company. Confidential Information may include, without limitation, information on Company organizations, staffing, finance, structure, information of employee performance, compensation of others, research and development, manufacturing and marketing, files, keys, certificates, passwords and other computer information, as well as information that Company receives from others under an obligation of confidentiality. I agree to abide by the Company Confidential Information Policy and specifically agree that with regard to Company Confidential Information:



- (a) to use such information only in the performance of Company duties;
- (b) to hold such information in confidence and trust; and
- (c) to use all reasonable precautions to assure that such information is not disclosed to unauthorized persons or used in an unauthorized manner, both during and after my employment with Company. I further agree that any organizational information or staffing information learned by me in connection with my employment by Company is the Confidential Information of Company, and I agree that I will not share such information with any recruiters or any other employers, either during or subsequent to my employment with Company; further, I agree that I will not use or permit use of such as a means to recruit or solicit other Company employees away from Company (either for myself or for others).

3. Proprietary Developments. This Agreement also concerns inventions and discoveries (whether or not patentable), designs, works of authorship, mask works, improvements, data, processes, computer programs and software (hereinafter called "Proprietary Developments") that are conceived or made by me alone or with others while I am employed by Company and that relate to the research and development or the business of Company, or that result from work performed by me for Company, or that are developed, in whole or in part, using Company's equipment, supplies, facilities or trade secrets information. Such Proprietary Developments are the sole property of Company, and I hereby assign and transfer all rights in such Proprietary Developments to Company. I also agree that any works of authorship created by me shall be deemed to be "works made for hire." I further agree for all Proprietary Developments:

- (a) to disclose them promptly to Company;
- (b) to sign any assignment document to formally perfect and confirm my assignment of title to Company;
- (c) to assign any right of recovery for past damages to Company; and
- (d) to execute any other documents deemed necessary by Company to obtain, record and perfect patent, copyright, mask works and/or trade secret protection in all countries, in Company's name and at Company's expense. I understand that Company may delegate these rights. I agree that, if requested, my disclosure, assignment, execution and cooperation duties will be provided to the entity designated by Company.

This Agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the employer was used and which was developed entirely on the employee's own time, unless (a) the invention relates (i) to the business of the employer or (ii) to the employer's actual or demonstrably anticipated research or development, or (b) the invention results from any work performed by the employee for the employer.

4. Respect for Rights of Former Employers. I agree to honor any valid disclosure or use restrictions on information or intellectual property known to me and received from any former employers or any other parties prior to my employment by Company. I agree that without prior written consent of such former employers or other parties, I will not knowingly use any such information in connection with my Company work or work product, and I will not bring onto the premises of Company any such information in whatever tangible or readable form.

5. Work Product. The product of all work performed by me during and within the scope of my Company employment including, without limitation, any files, presentations, reports, documents, drawings, computer programs, devices and models, will be the sole property of Company. I understand that Company has the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

6. Company Property. I will not remove any Company property from Company premises without Company's permission. Upon the end of my employment with Company, I will return all Company property to Company unless Company's written permission to keep it is obtained.





7. Protective Covenants. I acknowledge that a simple agreement not to disclose or use Company's Confidential Information or Proprietary Developments after my employment by Company ends would be inadequate, standing alone, to protect Company's legitimate business interests because some activities by a former employee who had held a position like mine would, by their nature, compromise such Confidential Information and Proprietary Developments as well as the goodwill and customer relationships that Company will pay me to develop for Company during my employment by Company. I recognize that activities that violate Company's rights in this regard, whether or not intentional, are often undetectable by Company until it is too late to obtain any effective remedy, and that such activities will cause irreparable injury to Company. To prevent this kind of irreparable harm and to protect Company's trade secrets, I agree that during my employment and for a period of twelve months following the end of my employment with Company, I will abide by the following Protective Covenants:

(a) **No Solicitation of Customers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with or accepting any order from any customer of Company for the benefit of a Competing Line of Business if I either had business-related contact with that customer or received Confidential Information about that customer in the last two years of my employment at Company;

(b) **No Solicitation of Company Employees.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Employee for the purpose of persuading or helping the Company Employee to end or reduce his or her employment relationship with Company if I either worked with that Company Employee or received Confidential Information about that Company Employee in the last two years of my employment with Company; and

(c) **No Solicitation of Company Suppliers.** I will not (in person or through assistance to others) knowingly participate in soliciting or communicating with an Company Supplier for the purpose of persuading or helping the Company Supplier to end or modify to Company's detriment an existing business relationship with Company if I either worked with that Company Supplier or received Confidential Information about that Company Supplier in the last two years of my employment with Company. As used here, "Competing Line of Business" includes a business that involves a product or service offered or to be offered by anyone other than Company that would replace or compete with any product or service offered or to be offered by Company or its related corporations (unless Company and its related corporations are no longer engaged in or planning to engage in that line of business). "Company Employee" means an individual employed by or retained as a consultant to Company or its related corporations. "Company Supplier" means an individual, corporation, other business entity or separately operated business unit of an entity that regularly provides goods or services to Company or its related corporations, including without limitation any OEM, ODM or subcontractor.

8. Enforcement. I make these agreements to avoid any future dispute between myself and Company regarding specific restrictions on my post-employment conduct that will be reasonable, necessary and enforceable to protect Company's Confidential Information and Proprietary Developments and other legitimate business interests. The Protective Covenants are ancillary to the other terms of this Agreement and my employment relationship with Company. This Agreement benefits both me and Company because, among other things, it provides finality and predictability for both me and the company regarding enforceable boundaries on my future conduct. Accordingly, I agree that this Agreement and the restrictions in it should be enforced under common law rules favoring the enforcement of such agreements. For these reasons, I agree that I will not pursue any legal action to set aside or avoid application of the Protective Covenants. This Agreement will survive the end of my employment with Company and shall, likewise, continue to apply and be valid notwithstanding any change in my duties, responsibilities, position, or title.

9. Relief; Extension. I understand that if I violate this Agreement (particularly the Protective Covenants), Company will be entitled to (i) injunctive relief by temporary restraining order, temporary

A handwritten signature in black ink, appearing to read 'N. Kordani', written in a cursive style with a large, stylized initial 'N'.



injunction, and/or permanent injunction, (ii) recovery of attorneys' fees and costs incurred by Company in obtaining such relief where allowed by law, and (iii) any other legal and equitable relief to which Company may be entitled. Injunctive relief will not exclude other remedies that might apply. If I am found to have violated any restrictions in the Protective Covenants, then the time period for such restrictions will be extended by one day for each day that I am found to have violated them, up to a maximum extension equal to the time period originally prescribed for the restrictions.

10. Severability; Authority for Revision; Assignment; Governing Law. The provisions of this Agreement will be separately construed. If any provision contained in this Agreement is determined to be void, illegal or unenforceable, in whole or in part, then the other provisions contained herein will remain in full force and effect as if the provision so determined had not been contained herein. If the restrictions provided in this Agreement are deemed unenforceable as written, the parties expressly authorize the court to revise, delete, or add to such restrictions to the extent necessary to enforce the intent of the parties and to provide Company's goodwill, Confidential Information, Proprietary Developments and other business interests with effective protection. In the event the restrictions provided in this Agreement are deemed unenforceable and cannot be reformed to make them enforceable, then any prior agreements that I have made with Company relating to confidential information or proprietary developments shall not be deemed to have been superseded or otherwise affected by this Agreement, but instead shall remain in effect. The title and paragraph headings in this Agreement are provided for convenience of reference only, and shall not be considered in determining its meaning, intent or applicability. This Agreement will inure to the benefit of the parties' heirs, successors and assigns. This Agreement, including but not limited to the Protective Covenants, may be assigned by Company to a subsequent employer, successor or assign without the need for further authorization or agreement from me. This Agreement will be governed by the laws of the country and/or state identified as my work location in which I work at the time of its enforcement.

11. Acceptance by Company. A counterpart of this Agreement has been manually executed by a duly authorized representative to indicate Company's acceptance of the terms hereof and Company's covenant to perform its obligations hereunder (including, without limitation, Company's agreement that I will be provided certain confidential and proprietary information, training, and/or customer contacts to assist me in my duties). Such acceptance on behalf of Company is conditioned upon my reciprocal agreement to such terms. I acknowledge the sufficiency of Company's acceptance of the terms hereof to establish the mutual rights and responsibilities defined herein.

12. Acceptance by Employee. By placing my signature below, I confirm that I have read and fully understood the terms of this Agreement, and have been at liberty to seek legal advice on the same prior to my acceptance of such terms.

FOR Company

Lokendra Sethi

Lokendra Sethi (Jul 27, 2022 09:21 GMT+5.5)

Lokendra Sethi

Vice President - Human Resources

FOR Employee

N. Hardani



Name : Harshini Nithyanantham


N. Harshini (Jul 27, 2022 09:47 GMT+5.5)

Date : Jul 27, 2022





02 September 2022

PRIVATE & CONFIDENTIAL

To whom it may concern,

Re: Akshara Sheetal P R

Address: HNo:C3-523, Huda Colony, Chandanagar, K V Ranga Reddy District , Telangana, Hyderabad, 500050

This letter is to confirm that **Akshara Sheetal P R** is currently employed at Amazon Development Centre (India) Private Limited.

Akshara Sheetal P R is employed as a **Lead Specialist** and commenced employment with Amazon on **29 August 2022**.

This letter has been issued to the employee upon his/her request on the basis of data submitted by the employee to the Company. The Company bears no liability in event the aforementioned data is NOT found to be accurate.

On behalf of

Amazon Development Centre (India) Private Limited

Kind Regards,

A handwritten signature in blue ink that reads "Soumya V". The signature is written in a cursive style.

Soumya V

ERC Delivery Hub Leader, Employee Services



27 October 2022

PRIVATE & CONFIDENTIAL

To whom it may concern,

Re: Fatima Siddiqui

Address: 8-1-363/50, Aditya Nagar Colony, Tolichowki, Hyderabad, 500008

This letter is to confirm that **Fatima Siddiqui** is currently employed at Amazon Development Centre (India) Private Limited.

Fatima Siddiqui is employed as a **Associate, Data Mgmt** and commenced employment with Amazon on **31 October 2022**.

This letter has been issued to the employee upon his/her request on the basis of data submitted by the employee to the Company. The Company bears no liability in event the aforementioned data is NOT found to be accurate.

On behalf of
Amazon Development Centre (India) Private Limited

Kind Regards,

A handwritten signature in blue ink that reads "Soumya V".

Soumya V
ERC Delivery Hub Leader, Employee Services

05 February, 2022

Ms. Joymercy Parikitti
20-160/4/E, Prabhakar Nivas,
R.B Nagar, Near OYOY Silver Key,
Ranga Reddy 501218.

Dear Joymercy,

Congratulations! Subsequent to the discussions we had with you, we are pleased to extend an offer for you to be a part of ADP. Please find the offer details below:

Position: Customer Service Representative

Grade: G1 L1

Start date: On or Before 04 July, 2022

Compensation: Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

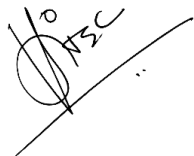
Probation & Notice Period: You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.

Place of work: Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

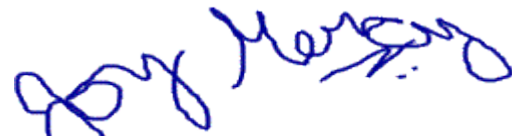
Note: Please find the details of the terms and conditions of this offer attached. The details of which are strictly confidential and should not be shared with anyone.

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Divisional Vice President & Head of HR)



Associate Signature: _____

Details of Compensation

Name : Joymercy Parikitti
Position : Customer Service Representative
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	11,160	133,920
• House Rent Allowance	4,554	54,648
• Flexible Benefits**	2,232	26,784
B. Bonus (20% of Basic Salary Paid Monthly)	2,232	26,784
C. Standard Benefits		
• Provident Fund***	1,607	19,284
• Gratuity	537	6,444
Gross Compensation (A+B+C)	22,322	267,864

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)	0%	100%	175%
		0	32,144
Total CTC (Gross + VPI)^{##}	300,008		

* Indian Rupees

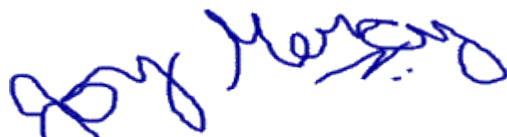
** Flexible Benefits include Leave Travel Allowance and Children Education Allowance

*** PF will be deducted as per the statutory norms

[#] These are indicative payouts at your grade and will vary based on your performance, performance of your business unit & ADP

^{##} Total CTC is computed at 100% VPI payout

Tax will be applicable as per Tax Slab & Tax Regulations



Associate Signature: _____

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders 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.

2. Confidentiality

You will be required to execute a confidentiality agreement at the time of joining, regarding your employment and the business matters of the organization.

3. Authenticity

Please note that this offer is subject to the authenticity of the information and documentation provided by you. In the event the information provided is proved to be false / untrue, the organization reserves the right to immediately terminate your services.

4. Documents

This Offer would stand cancelled if you fail to successfully complete your educational degree and do not meet the percentage criterion as specified during interviews

5. Permanent Account Number (PAN)

Permanent Account Number (PAN) is mandatory under Income Tax Act for processing salaries. In the absence of PAN, TDS would be deducted as per the applicable slab rate of Income Tax.

6. Statutory Benefits

Provident Fund: Provident Fund will be deducted from your salary as per EPF Act. The organization will also contribute a matching amount towards your Provident Fund. The PF related components of the compensation would be governed by the relevant statutory laws as may be applicable from time to time.

Gratuity: The Gratuity is paid to the associates as per the Gratuity Act, 1972 and would be governed by the relevant statutory laws as may be applicable from time to time.

7. Statutory Compliance

Income Tax and Profession Tax or any other payments will be deducted from your salary, as applicable as per statutory laws.

8. Flexible Benefits

The Flexible Benefit is a key component in your Gross Yearly Compensation. It allows you the flexibility to claim tax exemption benefit, as per Income Tax norms / rules in practice for the given financial year.



Associate Signature: _____

9. Health Insurance

You and your dependents will be covered as per the existing Medclaim Insurance Policy provided by the organization.

10. Personal Accident Insurance

You will be covered as per the existing Group Personal Accident Insurance Plan provided by the organization.

11. Leave

You are eligible for Privilege Leaves and Casual Leaves as per the organization policy. You are also entitled to avail the Public Holidays as per the organization policy. Leave should be taken, as mutually agreed between you and the Reporting Manager.

For those members who joined the organization after January 1st, Leave entitlement for the period between your Start date and 31st of December will be allocated on a pro rata basis.

12. Variable Performance Incentive

You will be eligible for variable performance incentive based on your performance, performance of your business unit & ADP. This incentive will be paid as a one-time amount every year as per the organization's variable performance incentive payment cycle. In case the period of employment is less than one year at the time of bonus cycle, the amount will be computed on a pro-rata basis.

13. Maternity Benefit

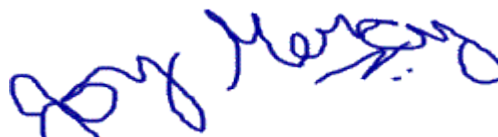
Women associates would be eligible to avail maternity related benefits per prevailing statute and relevant organizational guidelines applicable from time to time.

14. Drug Test

You will be required to undergo a drug test with the organization on the day of induction. If tested positive for any of the banned & illegal drugs as per the organization policy, it would result in action leading up to termination.

15. Background Checks / Advanced Background Checks

In accordance with our policy, this offer is conditioned upon your successful completion of a background check. Because this is a conditional offer of employment, you should not give notice to your present employer, sell real estate, or incur any other expense associated with acceptance of employment until you receive confirmation that you have successfully satisfied the preconditions of employment. This process is generally completed within 3 weeks, however the process may take longer. Background checks may include, without limitation, address verification, criminal screening, educational and employment verification, and reference checks. Additionally, ADP may require Advanced Background Checks which screen for longer periods of time and involve additional jurisdictions. This offer is subject to the authenticity of any information and documentation in connection with background screening provided by you or otherwise obtained by ADP before, during or after the offer is communicated to you. In the event any information provided by you or otherwise obtained by ADP for background screening is proven to be false, misleading, or otherwise unsatisfactory to ADP in its sole discretion, ADP reserves the right to immediately rescind this offer and/or terminate your employment, if applicable, at any time.




Associate Signature: _____

16. Relocation Assistance

If you are joining from outside Hyderabad, you may avail the organization-paid accommodation for two weeks. To avail the facility, you need to send an e-mail to _a4351@adp.com, confirming your requirement for such accommodation at least 15 days prior to the Start date.

You are eligible for relocation assistance towards travel, expenses towards movement of goods and household articles (including insurance), brokerage, per diem and miscellaneous expenses subject to a maximum amount up to INR 20,000 if you are relocating with your family (dependent parents/in-laws, spouse & kids). If you are relocating without your family, you can claim up to INR 10,000. The claims are subject to submission of original bills (wherever applicable).

In case you leave the organization, for any reason, within one year, you will be required to refund the relocation amount to the organization.



Associate Signature: _____



DT: 21/08/2021
P. GEETHIKA,
AMBEDKAR NAGAR, SHAIKPETNALA,
Ambedkar statue, malik cars (TATA motars), Hyderabad,
Telangana-500008.

Dear P. GEETHIKA,

Sub: Offer of Employment

We are pleased to offer you the position of **CHEMIST** in **QUALITY CONTROL** department based on your application and interview you had with us. Your place of posting will be at M/s **RK AGENCIES, NO 106, 5th BLOCK, PRAJAY CITY APARTMENTS, ALLWYN X ROAD, MIYAPUR, HYDERABAD-500049**. Your Services are presently placed at our Client M/s **HETERO LABS LIMITED, SURVEY NO.10, I.D.A., GADDAPOTHARAM, JINNARAM MANDAL-502313, MEDAK, TELANGANA, INDIA.**

1. You are requested to report for duty latest by **08/09/2021**, failing which offer is not valid beyond this date.
2. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.
3. You will report to the **Head of the Department** or any other officer authorized by the company, with regard to your day to day activities from time to time.
4. If there are any changes in the conditions of your service, the same will be notified to you.
5. You will be entitled to the gross salary as discussed and agreed upon mutually.
6. You will be on probation for a period of six months from the date of your joining.
7. You are required to sign an agreement on your joining as discussed during interview.
8. Your appointment order including confidentiality and non-disclosure agreement indicating terms and conditions of your employment will be issued at the time of your joining.

RK Agencies

No 106, 5th Block, Prajay City Apartments, Allwyn X Roads, Miyapur, Hyderabad - 500049 Page 1 of 2



Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.
4. Copies of educational certificates and mark sheets.
5. Four passport size colour photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous employer.
8. Copy of your PAN card and ADHAR card.
9. PF declaration form duly filled in.
10. Copy of Form 16 issued by your present employer if you are assessed to IT.

Please note that you are expected to keep the salary details strictly confidential and not to disclose the same with anyone.

We look forward to your acceptance of this offer and join our organization. We welcome you to RK AGENCIES

With best wishes,

For RK AGENCIES

B. R. Reddy
Hyd 009

Authorized Signatory

Offer Acceptance:

I received original offer letter dated 21/08/2021 for the position of **CHEMIST** in **QUALITY CONTROL** and I hereby accept the terms and conditions set out in the offer letter. I further confirm that I will be joining on or before 08/09/2021.

Date:

P. Geetha
(Signature of the Candidate)

26/11/22

Anu Agarwal,
Gayatri Nagar,
Hyderabad.

Subject: Letter of employment verification.

Respected Sister principal,

Miss Anu Agarwal has been employed as a teacher
at Gouthami Vidya Niketan High School since
20th June, 2022. She works on a full-time basis

Gouthami Vidya Niketan High School
Haridas Nagar, Karwan,
HYDERABAD.



REVENTICS

A Provider Engagement Company



Sri Lakshmi Gundu

DOJ : 15-06-2022

Emp. No. 16688

Blood Group: B+Ve

Emergency Contact No. 9603876309

**Sanali Info Park, 8-2-120/113, First Floor, Block C,
Road No. 2, Banjara Hills, Hyderabad - 500 034.
Telangana. Phone : +91-40-42700215**

www.reventics.com

Deloitte.

Deloitte.

Vyas Nidhi



Personnel No: 760480

Blood Group: A+ve

5/19/20



SUSHMA

NIGAM



Synchrony International Services Pvt. Ltd.
Regd Office: Building Parcel - 3, Knowledge City
Floors 2 to 5, Unit 2 and 3, Plot No.2
Survey no. 837, Phase - 1, Raidurg Village
Soringampally, Hyderabad,
Telangana - 500081.
GST Details: 36AADCR9632D123
CIN No. U72200 TD 2008PTC 086404.
T 91 040 5765 0000

4th Nov'2023

Syeda Saniya Begum

12-1-605/7, Sayed Ali Guda, Asif Nagar, Hyderabad, Telangana-500028

Dear Saniya,

Sub: Appointment Letter

We are glad to offer you an appointment with **Synchrony International Services Pvt Ltd** as **Specialist Fraud** under the following terms and conditions:

TERMS AND CONDITIONS

1. Your fixed annual salary on joining will be **₹.3200000/-** and this will include all allowances in accordance with the Company rules and as indicated in Annexure II. In addition to this, you shall also be entitled to the following as per Company Policy and rules as applicable:
 - Medical insurance covering hospitalization expenses of up to ₹.2,50,000/- for you and up to five of your dependants
 - Personal Accident Insurance of up to ₹.6,00,000/- for you as per Company Policy and rules.
 - Group Term Life Insurance cover of **₹.10,00,000/-** during your tenure in Synchrony International Services Pvt Ltd.

You are eligible for **Night Shift Allowance** depending on your working hours as per the Company's Night Shift Allowance policy in force.

In addition, you will be reimbursed business related expenses in accordance with relevant company policies as applicable from time to time. The specific amounts for these expenses will depend on the nature and scope of your duties. The reimbursement amounts are subject to an on-going review and are dependent on the way Synchrony International Services Pvt Ltd chooses to administer compensation.

2. Your initial place of work will be at **Hyderabad**. However, your services are transferable, and you may be assigned to any location in India or abroad where the Company or any one of its associates or customers, conduct business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office except while travelling on business, as assigned to you by your superiors and as per applicable laws in force. You will be required to work 5 days a week and as per the shift timings scheduled for the role. Your daily working hours would be 9 hours including 1 hr break.
4. You will be on probation for a period of six months from the date of joining. At the end of probation period should your performance and behaviour meet the Company standards, your services will be confirmed in writing by the Company. During the probation period, either party may terminate this contract by giving 15 days' notice in writing in the manner referred to in clause 5 or payment of 15 days salary in lieu thereof. However, the Company reserves the right not to accept payment in lieu of notice and may at its sole discretion enforce the notice period.
Notice to terminate this contract will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy with official signatures). Notice of termination in electronic form where identity cannot be ascertained, such as SMS or personal email, or through oral communication shall not be accepted as adequate notice for the purposes of this agreement.



OFFER- CUM -APPOINTMENT LETTER

10 November 2022

Ms.Juveria Fatima

8688297068

Hyderabad.

Dear Juveria Fatima,

With reference to your application and the subsequent interview you had with us, it gives us immense pleasure to welcome you to Centra Hub Pvt. Ltd as one of its valuable members. We are pleased to offer you the post of **Technical Consultant HCM** in our Organization subject to your compliance with the terms and conditions of employment thereof.

1. Your date of joining will be on or before **10-10-2022**.
2. Your work location will be **Centra Hub, 1st floor, Alcazar Plaza, Hyderabad-500034**
3. Your annual salary (CTC) will be Maximum of INR 3,01,548(Rupees Three Lacs One Thousand Five Hundred Forty Eight Only).
4. The breakup of salary is attached here with as in Annexure -A.
5. Your employment with us will be directed by Terms & Conditions referred in Annexure - B.
6. Please bring along the listed documents mentioned in Annexure - C on the day of your joining.
7. You are requested to report between 9:30AM to 10:00AM at our office Centra Hub, 1st floor, Alcazar Plaza, Hyderabad-500034.
8. As a token of your acceptance of this offer, you are requested to sign on the copy of the offer and confirm by return email

In case of further clarifications, please communicate with **Ms. Anitha** (Tel: 9900947893 or email: anitha@centrahub.com)

Encl:

Annexure -A (Salary Statement)

Annexure –B (Terms and Condition of employment)

Annexure –C (Check list of documents to be submitted)

Annexure-A

SALARY STATEMENT			
Name	Juveria Fatima		
Location	Hyderabad		
Designation	Technical Consultant		
	Salary Components	Payable Monthly (INR)	Payable Annual (INR)

Components - A			
	Basic Salary	8,440.00	1,01,280.00
	HRA	3,376.00	40,512.00
	Conveyance Allowance	1,600.00	19,200.00
	Telephone Allowance	250.00	3,000.00
	Professional Allowance	422.00	5,064.00
	Uniform Allowance	600.00	7,200.00
	Washing Allowance	350.00	4,200.00
	LTA	633.00	7,596.00
	Special Allowance	1,829.00	21,948.00
	Profident Fund	3,600.00	43,200.00
	Grand Total of - A	21,100.00	2,53,200.00
Variable Component - B			
	Performance Pay	3,000.00	36,000.00
	Grand Total (A + B)	24,100.00	2,89,200.00
Retirals - C			
	Gratuity	404.00	4,848.00
	Grand Total (C)	404.00	4,848.00
Medical Policy-D			
	Medical Allowance	625.00	7,500.00
	Grand Total (D)	625.00	7,500.00
Total Cost to Company (A + B + C + D)		25,129.00	3,01,548.00

Annexure B

Remuneration:

You will be paid an annual CTC of INR 3,01,548 (Rupees Three Lacs One Thousand Five Hundred Forty Eight Only).

Income Tax: If your salary is taxable, under Income Tax Act, the same shall be recovered from your monthly salary under TDS.

Gratuity: Gratuity amount shall accrue annually under the Gratuity Act, and the eligibility will be only after Completion of Four Years and Eight months (56 months) of continual service with the Organization and payable at the time of Final Settlement of Accounts.

Your remuneration is strictly between yourself and the company. It has been determined based on the numerous factors such as your job skills, specific background, and professional merit

Performance Pay: Depending upon your performance on the job, you will be entitled to variable component payable subject to your performance for the month in line with the company policy any modification/ changes will be intimated to you time to time by your reporting Manager.

Roles and Responsibilities: You will manage the overall smooth and effective functioning of the department / establishment under your charges and will be responsible for the successful and prompt completion of any work/job assigned to you.

Rules and Regulations: You shall be governed by the service rules and regulations of the company, as amended by the management from time to time. You shall abide by and carry out operational instructions/ procedures as contained in the company's guidelines and other administrative instructions/procedures as contained in the company's guidelines and other administrative instructions as issued by the management from time to time.

Working Hours: You are required to work 9 hours a day either in shifts or extending hours as desired by the company. You may be required to work beyond your existing working hours depending upon the business requirements / exigencies from time to time.

Probation: You will be on probation period for three months which will be extended if your reporting manager wants to extend to evaluate your performance. During the probation period, you are not eligible for availing any type of leaves which implies that absence would be considered as loss of pay. Based on the performance you would become a permanent employee of this organization.

Service Agreement: You have been employed on the terms of Two Years Service Agreement which starts from the date of joining and it is renewable on yearly basis. During this Contract period the company



with holds the right to terminate the employee with immediate effect in probation period and with a notice period of two months after employment confirmation.

Employee cannot resign during the period of contract. On completion of two-year agreement, you must serve Two Months' Notice Period as per the designation given to herein or as per the notice norms based on the designation you might possess at the time of resignation, if the same is not followed you would need to pay the salary equivalent to unserved notice days. However due to exigencies of business, the company may at its sole discretion, reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. Any resignation by you is not deemed to be accepted by the company instantly. In case of exigencies which the company deems fit would affect its interests, the company can reject your resignation or accept your resignation on certain terms and conditions.

Termination of employment:

- During the probation, your performance would be closely monitored and if your performance is not as per the prescribed criteria, the Company reserves the right to terminate your services.
- If the employee has taken part in misconduct, gross negligence, wilful insubordination or disobedience, misbehaviour, or non-performance, Centra Hub may terminate your services with immediate notice. The Company shall have the right to place you under suspension on subsistence allowance and benefits as applicable pending any investigation into potential dishonesty, gross misconduct, misappropriation, gross negligence, fraud, or other circumstances, which expressly provides for termination of your employment which if proved, would entitle The Company to dismiss your services summarily.
- Unauthorized absence or absence without permission from duty for a continuous period of 7 working days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- Reference check will be made from your previous employers and other references as may be deemed appropriate. In case there is any adverse report against you which may be detrimental to the interests of The Company or if the information furnished by you is not true, The Company reserves the right to terminate your services on the grounds of misrepresentation of facts.
- In the event you have been accused, charged and/or convicted for any criminal offence, at any time whether prior or after your joining the Company, you shall make full disclosure of the same and furnish all necessary documents in support thereof. In the event you have been accused, charged and/or convicted for any criminal offence, your joining shall be subject to specific written confirmation from The Company. The Company at its sole discretion reserves the right to terminate your employment or take appropriate disciplinary action against you or revoke this Offer Letter. In the event of suppression of any facts, The Company shall be entitled to take such other action at any time as it may deem fit.
- The company reserves the right to terminate your contract without notice and without payment of severance," for cause" in the event you have been found guilty of any conduct leading to Sexual



Harassment at workplace or any action which causes direct and indirect harm to the organisation after due enquiry by the management.

Asset Return: Upon your resignation or retirement from the company or termination of your services, you are required to return all assets and property of the company such as documents, machines, data, files, and books etc. Retaining of company property would be treated as misappropriation and breach of non-disclosure as well as infringing of company.

Health Insurance: The company covers all the employees under the Health Insurance for a standard sum assured of 7500 per year subject to market rate.

Non –disclosure: During the period of your employment, you will have access to highly confidential information of CentraHub and the client that you work for. You are required to execute a Non- disclosure Agreement for protection of such confidential information. Your employment is therefore subject to and conditional upon you signing and returning the Non-Disclosure Agreement to CentraHub and complying with the terms thereof, always.

Alternative employment: Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. Either during the period of your probation or during the period of your employment as a confirmed employee of Centra Hub, you are not allowed to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of Centra Hub.

Foreign Nationals: In case you are not an Indian national and under any law needed to obtain applicable visa/work permit/authorization or permission from proper government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment with Centra Hub. You must also ensure all future correspondence and permission for continued stay and employment in the country as per the governing law is always followed.

Jurisdiction: The jurisdiction concerning any dispute arising out of your employment will be the courts in Hyderabad only.

Leave Entitlement: You are entitled for 15 Privilege Leaves accrued at the rate of 1.25 leaves per month and 6 Casual leaves per annum. After the confirmation of your employment, leaves can be credited to your account from the employment confirmation on a proportionate basis. Leave cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

Mobility: You may be required to travel on company work and you will be reimbursed expenses as per company policy.

Withdrawal of Offer: If you do not accept the offer from Centra Hub within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.



Post acceptance of the Offer letter if you do not join on the date provided in the acceptance letter, the offer will stand automatically terminated at the discretion of Centra Hub.

Location/Transfer: Your first posting is our Hyderabad office. You may be transferred to any other offices/branches or subsidiaries/affiliated of the company, to any of the Group companies, ether domestics or abroad, should the business need arise. For onsite projects you will be deputed in any of our branches based on requirement.

We are sure you will have a rewarding and exciting career with CentraHub Private Limited. You are requested to report on or before 10-10-2022 Centra Hub, 1st floor, Alcazar Plaza, Hyderabad-500034. Please hand over / fax / e-mail us a signed copy of this letter immediately.

Thanking you,

Sincerely yours,

For Centra Hub Pvt Limited

A handwritten signature in black ink, appearing to read "Mohammed Razi Uddin Faisal".

Mohammed Razi Uddin Faisal

Executive Vice President

Declaration:

I hereby accept terms and conditions mentioned in the above Offer of employment, Annexure A, B, C and shall report on 10-10-2022

(Juveria Fatima)

Signature

Annexure-C

You are requested to get the below documents on your date of joining.

- Acceptance copies of Offer cum appointment letter signed by you on all pages
- 10th Class mark sheet & certificate
- 12th Class mark sheet & certificate
- Bachelor degree mark sheets (consolidated)
- Bachelor degree certificate / convocation certificate/Provisional Certificate
- Master degree certificate / convocation certificate
- Relieving letter & experience certificate of earlier company
- Salary Certificate of last drawn pay from the earlier employer or 3 months' pay slips
- ID Proof (Aadhar Card/Driving license / PAN Card/ Passport Copy)
- 2 latest passport photographs

Letter of Appointment – Intern
October 10, 2022

Ref. No.: STEF/PC/off/2022/Oct/020

Name- Vangapelly Dineesha
Address: D/O: Sudharshan, 1-58
Nizamabad, Konaraop, Karim Nagar
Andhra Pradesh 505301
Mobile. No. +91-8919027424

Dear Dineesha,

Further to the interview you had with us, we are pleased to appoint you as Intern in our organization.

The terms and conditions governing your training are given below -

1. Training period: You will be on training for a period of 6 months effective date of starting of this program, which will be indicated to you.
2. Your Stipend will be INR 15,000 per month. You will be entitled to Health insurance benefits.
3. Notice period during training: The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 5 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving 15 days' notice or upon payment of stipend in lieu thereof.
4. Posting: Initially you will be posted at Hyderabad. However during this period of training, you can be transferred to any other department/division of the company, anywhere in India. You may also be assigned such other duties as may be at the discretion of the management, in any branch or office of the company and/or its subsidiaries or associate companies.
5. This appointment is subject to:
 - a) Your having secured a certificate of completion as declared by you from Institution / University.
 - b) Found medically fit.
 - c) Successful completion of background verification.
6. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of 3 months with an interim review after 1 month.
7. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate band depending on suitable openings.
8. Training investment: You understand and acknowledge that, as part of your smooth transition into the Company, the Company will be providing you on-job training interventions including e-learning, instructor led learning, coaching etc. Through this extensive training, the Company makes significant

investment on your skill enhancement and your project readiness besides paying you normal stipend and benefits in the anticipation that after acquiring new skills and knowledge you will contribute to the success of Company for a minimum of **24 months** commencing from your joining date (“Commitment Period”). In consideration of the Company investing in your training, you agree that you will serve the Company for a minimum of Commitment Period. You understand that in case your services are terminated (with or without cause) as stated herein prior to said Commitment Period, in that event you shall be liable to pay to the Company liquidated damages of **Rs 90000/- (Rupees Ninety Thousand)** towards the training investment.

9. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You will also be required to sign the Non-disclosure Agreement on your joining.
10. You will also be governed by the standard terms and conditions applicable to the Trainee band of the company as existing now and as may be amended from time to time.
11. This appointment has been made based on the information furnished in your application for Employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
12. Your appointment is with effect from **10 October 2022**.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

You are required to read and acknowledge Stefanini Handbook within 7 days of joining.

Welcoming you to Stefanini Family, we wish you good luck and a very bright career with us.

For **Stefanini India Private Limited**



Sraddhanjali Patra

Sr. Manager, P & C

Acceptance Declaration to be sent to: stefaninihrindia@stefanini.com

I understand and agree with all the terms and conditions with Stefanini India Pvt. Ltd.

Name:

Signature:

Date:

Mobile No.:



EduTechEx Global
Your Gateway to World Education

A unit of AITechEx Quantum Innovative Solutions Private Limited

Date: Monday, 9th August 2021


OFFER LETTER

Dear Ms. Malavika Nair,

We are pleased to offer you the position of **Chemistry Faculty** in the Academics department of EduTechEx. In this role, it is your duty to perform all the essential job functions and duties within the reasonable scope of your job role.


For your role, the CTC offered will be **Rs. 20,000 per month**. The following terms and conditions should be followed.

1. You would report to the **Manager, Academics**
2. Your place of working will be at **Hyderabad, India**
3. The position is offered for a period of one year, you will be on probation for a period of four months from the date of commencement of your service. On mutual agreement, your pay will be revised after the probation period.
4. Please bring all your original testimonials along with the below listed documents/details on your day of joining.
 - 5 passport size and 2 stamp size photographs Date of birth proof – photo copy
 - Latest mark sheet, educational qualification – photo copies
 - Present employment details (service certificate / relieving letter / proof of last drawn compensation details)
 - Photo copy of PAN and Aadhar card.

[9154755715] 

[edutechex@gmail.com] 

[www.edutechex.com] 

[VV Plaza, Hitec City, Hyderabad 500081] 



Nasr School

04.02.2022

Miss. Maria Riyaz Khan
7, Tombs Road, Jamali Kunta,
Towlichowki
Hyderabad.

Dear Madam,

We are pleased to inform you that you have been appointed as a Teacher in the Primary Section with effect from 16th March, 2022. You will be the Class Teacher for Class II.

You will be paid a consolidated salary of Rs.25,000/- (Rupees twenty five thousand only). You will be on probation for a period of one year. If you wish to leave before the probation period is over you have to give us one working months' notice or pay one month salary in lieu thereof. You will be entitled to join the Provident Fund Scheme as per the rules of the school. You will be entitled to leave benefits as per the school rules.

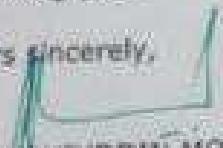
Your service in this institution will be governed by the rules and regulations cited in the Comprehensive Education Policy, Service Rules and Regulations of Nasr Education Society, Hyderabad. After confirmation of your services if you wish to be relieved, kindly inform us three working months in advance or pay three months' salary in lieu thereof. Similarly the management may terminate your service for valid reasons like incompetence, neglect of duty, serious misconduct, insubordination etc. as per the procedure laid down in the above mentioned document.

You shall discharge all the duties entrusted to you honestly, efficiently and diligently under the order and instructions of the school and shall not, on your own account otherwise directly or indirectly, carry on, or be concerned in any trade or business whatsoever without first having obtained the permission of the authorities, nor shall you concern yourself with any political party or activity or be a member thereof. You shall conform to all the rules and regulations in force in the school and shall obey all such lawful orders and directives received from time to time from the school authorities.

You are requested to report for duty on Wednesday, 16th March 2022 at 7.45 a.m.

Thanking you,

Yours sincerely,


MIR MOHIUDDIN MOHAMMED
Principal.

6-2-905, Khushnuma,
Khoratabad, Hyderabad-500 004.
Phone: 23307555, 23308383 Fax: 23328875
Email: girls@nasrschool.in
Web Address :www.nasrschool.in



Ref No: 21976153
06-Sep-2022



Gayatri T Nair

Dear **Gayatri T**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive** with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 220,001**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **07-Sep-2022**.

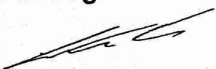
Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,
For **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"),



Shibu Balakrishnan
AVP – HR

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

Signature: Gayatri T Nair

Date: 07-Sep-2022

Compensation and Benefits

Name: Gayatri T Nair

Designation: Process Executive

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1471.428571	17,657
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5294	63,528
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	468	5,616
	Annual Gross Compensation		220,001
	Annual Total Compensation		220,001
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		239,501

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

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI



Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout."

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

Note:

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 06-Sep-2022 between:

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

AND

Gayatri T Nair, 20 (Age), residing at HNO 1-11-13 Bhavani colony Rajendranagar
Hyderabad Telangana

(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

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

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

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

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

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

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

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

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

b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

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

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

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

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

19. General


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

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof. You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

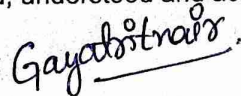
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited

Gayatri T Nair


Shibu Balakrishnan
AVP – HR

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

Signature: 

Date: 07- Sep-2022



Letter Of Intent

G. J. House, 2nd Floor,
4-1-976, Abids,
Hyderabad - 500 001
(040) 2475 4338
(040) 2475 4339
info@hrhnext.com
www.hrhnext.com

Date: 10-Nov-21

B No-245

Dear Kumham Sai Pragnya,

As per your request/application we are pleased to offer you the position of a Trainee (CSA) at our Hyderabad office.

This training position is for a term of 06 (Six) months beginning 10-Nov-21 subject to the condition that if the process for any reason is dissolved/ transferred/ terminated, your association will be restricted to that period. Upon successful completion of the initial process of Training/Client Evaluation objectives, you will be considered for a job based training to get better understanding of the processes on the job and work floor. During this period your monthly stipend will be RS 3000/-. Being a trainee you will not be eligible for statutory benefits available to regular employees. Post successful completion of 06 months on the job training, you will be offered a full time Business Associate role at a CTC of Rs. 108000/- P/A and an appointment letter will be issued to you.

By accepting this offer you agree that you:

- Intend to successfully complete the training program and stay in the position for a period of time equal to or greater than the length of the training program;
- Understand that lack of success at any stage of the training program, or lack of acceptance into the required position due to an inability to meet the minimum requirements may be a reason for removal from the position and you will not be eligible for any compensation pay out (Stipend/ Salary); and
- You will take responsibility for gaining the skills required for the target position, participate in on going planning and evaluation of your training plan, actively participate in completing your appraisals and setting your objectives, discuss and resolve problems with your Trainer/ Supervisor as they arise.

Please bring the following documents at the beginning of your Training Session:

1. A copy of the Birth Certificate
2. A copy of the Matriculation Certificate & Under Graduation or Graduation Certificates
3. A copy of Residential Proof (Driving License/ Voter ID card, Passport, etc.)
4. A copy of Aadhaar Card (Self and Family Members)
5. A copy of PAN Card
6. Pass port Size Photos (4 Nos)

Please ensure you bring the documents as requested at the start of the session, failing which you may not be eligible to attend the training programme.

Please indicate your acceptance by signing a copy of this letter.

Sincerely,

HR - Manager



I accept the offer on the terms and conditions outlined.

Signature :

Name : Kumham Sai Pragnya

Date : 10-Nov-21



SUTHERLAND

June 20, 2022

Dear Satya M,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as Associate-CS-Phone in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before Hyderabad on the following terms and conditions.

Your place of posting will be initially at Hyderabad. However, during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Magement.

Your emoluments by way of Annual Cost to the Company is Rs. 300000 /- per annum (Rupees Three Lakh), the details of which are given in the annexure of the appointment letter.

You shall report to Sivaranjan PV of the company or any authorized person nomited by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can termite this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can termite this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract.



including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continuous process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of authorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.

During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

In compliance with statutory and legal compliances under Indian Laws including but not limited to under Information Technology Act 2000, the company reserves the right to deploy necessary tools and measures in the interest of data integrity, screen and information security while working inside or outside office, including work at home, at any point of time.

You agree to abide by confidentiality norms as included under NDA signed by you and maintain secrecy of the Sutherland proprietary information exchanged with you during the course of your employment and thereafter.

In case of any violation of abovementioned covenants by you, the Company reserves its right to take legal action against you including termination of services and civil and criminal action against you for the damages incurred by the Company.

Your appointment is subject to that your self-declaration on medical fitness and you will have to maintain a state of overall sound health in order to be able to perform your Services per expected standards and continue employment in the Company.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.



SUTHERLAND

You shall keep the company informed in writing, of any change in your address. failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.

The Persol Information you provide to the Company in connection with your recruitment and subsequent employment will be used for the purpose of administering your employment with the Company in general and the Company's human resources in particular. The Company may disclose some or all of your Persol Information to competent authority(ies) in accordance with their directions or to other parties, including our clients, on need-to-know basis, in pursuance of any enquiry or investigation. You have the right to access and correct your own Persol Information which the Company has. Any request for Persol Information access and/or correction should be addressed to the Human Resources Department. You shall keep the company informed of any change in your present or permanent address or contact details (e-mail/ contact number).

You will automatically retire from the services of the company on attaining the age of 60 years.

Required Documents

Please bring the following origil documents for verification with their photocopies, which would be retained for our records.

- Photographs (Six passport size)
- All educatiol certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of Last drawn salary
- Aadhar, Passport / Proof of Address
- Form -16 along with earnings certificate for IT purpose



SUTHERLAND

Sutherland Global Services Private Ltd.

Annexure

name of the Employee: Satya M
Designation: Associate-CS-Phone
Date of Joining: Hyderabad
Level: 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY (A)		
Basic Salary	7276	87308
House Rent Allowance	3638	43654
Bonus	2194	26323
Special Allowance	7681	92167
SKILL BASED PAY (B)		
Skill Based Pay	0	0
Gross Salary (A + B)	20788	249452
PERFORMANCE INCENTIVE (C)		
Performance Incentive	2750	24750
STATUTORY BENEFITS AND INSURANCE (D)		
Employer's Contribution to PF	1800	21600
Gratuity	350	4198
CTC (A + B + C + D)	25000	300000
Net Salary (Gross-PF-ESI)	18832	225981
Potential Earning (Net Salary + Performance Incentive)	21582	250731

Performance Incentive	<p>You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time to time basis. PI is processed and paid 60 days from the completion of the performance period.</p> <p>Example 1: If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary</p> <p>Example 2: If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary</p>
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SUTHERLAND

Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Fil Settlement of Accounts
Insurance Coverage	Sum insured under Accident Insurance is Rs.500,000/- for Self only Mediclaim is Rs.200,000/- for Self only Group term Life Insurance coverage of - Rs. 500,000/- for Self only
ESI	If your ESI wage (Gross - Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive

We at Sutherland have the privilege to have you with us and persolly welcome and wish you a very successful career with us and reaffirm our complete confidence in your ability to find professiol and persol satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.
Sincerely,

Sincerely,
For Sutherland

Yogesh Rustagi
Vice President- Head Talent Acquisition

Employee Sigtire
Satya M

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures.



Nidhi Goswami

And

Duff & Phelps Global LLP

CONTRACT OF EMPLOYMENT

THIS AGREEMENT is made BETWEEN the following PARTIES:-

1. Duff & Phelps Global LLP, a company incorporated in India whose address is at 102, 1st Floor, Plot 37, Kshamalaya, Vitthaladas Thackarsey Marg, Marine Lines, Mumbai. Maharashtra 400020. India ("the Company"); and
2. Nidhi Goswami of 13-6-429/21, Kanaka Durga Colony, Karwan Sahu, Ring Road, Hyderabad 500006("you" or "your").

IT IS NOW AGREED BETWEEN THE PARTIES that:

1. INTERPRETATION

- 1.1 Unless expressly otherwise stated, the Company shall employ you on the terms and conditions set out in this document and the attached Schedules ("Agreement"), which shall take effect on the date that you sign it or the Start Date, whichever is the earlier.
- 1.2 The Employee Handbook sets out the work rules and human resource policies of the Company and it forms an integral part of this Agreement.
- 1.3 The definitions in this Agreement shall have the meanings set out in Schedule 1, unless defined elsewhere in this Agreement.

2. EMPLOYMENT CONDITIONS

- 2.1 This Agreement is terminable without notice if you fail to provide any of the following documents within one month of the Start Date or such other date as specified by the Company:
 - 2.1.1 two satisfactory references;
 - 2.1.2 appropriate evidence of your right to work in India; and
 - 2.1.3 appropriate evidence of your stated qualifications.
- 2.2 You agree:
 - 2.2.1 that in entering into this Agreement, you will not be in breach of any Court Order or any other express or implied obligation owed to another person (such as your former or current employer);
 - 2.2.2 that you will notify the Company immediately should you no longer have any right to work in India; and

3. COMMENCEMENT OF EMPLOYMENT

Your employment with the Company will commence on January 20, 2021 ("the Start Date").

4. PROBATIONARY PERIOD

- 4.1 The first three months of your employment shall be a probationary period, during which either party may give to the other one week's written notice or salary in lieu thereof to terminate this Agreement.
- 4.2 The Company reserves the right to extend your probationary period if it decides that it is appropriate to do so based on the Company's assessment of your performance.
- 4.3 Upon successful completion of your probationary period, your employment shall continue with the Company until it is terminated by either party in accordance with clause 11.

5. JOB TITLE AND DUTIES

- 5.1 You shall be employed as Assistant Analyst, Property Tax - Level 1. You shall report to Raja Sekhar Rao Ogirala and are required to follow directions given by any person occupying that position. Your role shall include those duties consistent with your title. You may also be required to perform work for any Group Company and/or to carry out different and/or additional duties as the Company may direct from time to time.
- 5.2 During your employment you shall devote the whole of your time and skills to your duties and the business of the Company or any Group Company, act in good faith, and comply with all policies, procedures and reasonable instructions of the Company.
- 5.3 At all times during your employment and thereafter you shall comply in full with the obligations set out in Schedule 2 of this Agreement.
- 5.4 You acknowledge that in view of the Company's intention to conduct Business and service customers all over the world, you shall conform to such additional practices as may be required by the Company. Such practices may include special requirements prescribed by customers of the Company, including, for example, standards for the protection of Confidential Business Information.
- 5.5 You will be responsible for keeping safe and in good condition and will truly and faithfully account for and deliver to the Company, all Property entrusted to you. In the event of any damage or loss to the Property entrusted to you, you shall be liable for the same and the Company reserves the right to deduct the cost of such articles from your compensation or take such other action that it may deem appropriate.

6. PLACE OF WORK

- 6.1 Your main place of work shall be at Duff & Phelps Global LLP, 6th Floor, B Wing, SMARTWORKS, Purva Summit, White Field, Hi-Tech City, Madhapur, Hyderabad, 500081

7. REMUNERATION

7.1 The Company shall pay you an annual gross salary of INR 350,000.00. Payable monthly, by the last day of every month. Details of your gross salary breakdown are provided in Schedule 4.

7.2 Your compensation structure may be amended from time to time by the Company at its sole discretion.

7.3 You understand and acknowledge that any future increments, promotions, discretionary bonus or any other incentives shall be based on your performance during employment and solely at the discretion of the Company.

7.4 You may also receive additional benefits as are generally accorded to the employees of the Company, subject to the applicable policies and practices of the Company.

8. DEDUCTIONS

The Company reserves the right to deduct from your salary any sums that you owe to it, including but not limited to any overpayments, statutory deductions such as tax and contributions elected by you, outstanding debts or loans, periods of unauthorised absence, holiday taken in excess of entitlement or losses suffered by the Company as a result of your negligence or breach of its policies and procedures or a failure to return any Property of the Company.

9. WORKING HOURS

You shall normally work from 2:30 PM to 11:00 PM, from Monday through to Friday. However, given the nature of your role, you shall work such additional hours that are necessary from time to time due to the Company's business needs or for the proper performance of your duties, with no additional payment for overtime unless otherwise required in accordance with the applicable law.

If the organization requires you to work in shift that qualifies for additional pay-out, it will be paid along with salary after applicable statutory deductions.

10. HOLIDAYS

10.1 You will be entitled to 24 Days annual leave exclusive of public holidays (earned leave shall be prorated for any incomplete year of service with the Company).

10.2 If your employment starts or terminates part way through a Holiday Year, you shall only be entitled to a proportionate number of days as shall correspond to the actual period that you have worked for the Company during that Holiday Year.

10.3 On the termination of your employment, the Company shall be entitled to deduct from your salary, or request that you repay, the amount of any excess holiday taken.

10.4 The Company also reserves the right to request that you take all or part of any accrued but untaken holiday during any period of notice under this Agreement.

10.5 A failure to comply with the absence reporting procedure in the Employee Handbook will be treated as an unauthorised absence and is likely to result in disciplinary action and/or the loss of pay.

10.6 The Company may, at any time, request that you provide a medical certificate or other evidence of your medical condition in order to explain your absence due to sickness or that you undergo a medical examination by its appointed medical adviser in order to assess your condition.

11. TERMINATION OF EMPLOYMENT

Either party may terminate this Agreement and your employment by giving to the other not less than one month notice in writing.

The Company may, after notifying you in writing, elect to make a payment in lieu of notice. Any waiver of your obligation to provide the Company with notice as mentioned in Clause 12.1, shall be at the sole discretion of the Company.

11.1 During any period of notice you shall only be entitled to receive your base salary pursuant to clause 7.

11.2 During any period of notice, regardless of whether you are required to work, take garden leave or receive it as a payment in lieu, you shall only be entitled to receive your gross salary pursuant to clause 7.

11.3 The rights of the Company to terminate this Agreement apply even when such termination would or might cause you to forfeit any entitlement to sick pay, permanent health insurance (if applicable) or any other benefits under this Agreement.

11.4 The Company shall be entitled to terminate your employment immediately and without notice if you commit any serious breach of your duties or are guilty of any negligence, dishonesty or gross misconduct.

12. RIGHTS AND OBLIGATIONS DURING ANY PROCEDURE AND YOUR NOTICE PERIOD

12.1 If the Company requires you to engage in any of its procedures (e.g. disciplinary, grievance, redundancy) or to serve your period of notice, it shall be entitled to request that you stop work and remain at home during all or part of any such procedure or period of notice.

12.2 During such procedure or period of notice, you shall: immediately return any Property; perform such duties as the Company shall direct; not contact any Client, Prospective Client, Key Employee or Supplier; and continue to observe the terms of this Agreement, in particular Schedule 2.

13. OBLIGATIONS UPON TERMINATION

13.1 On the termination of your employment for whatever reason you shall:

13.1.1 immediately return to the Company or any Group Company its Property;

13.1.2 observe and remain bound by the post termination obligations set out in Schedule 2 (and you agree to provide the Company with such undertakings and/or evidence as it may request to confirm that you are observing or have observed your obligations under Schedule 2);

13.1.3 not at any time make any untrue, disparaging or misleading oral or written statements about the Company or any Group Company, or its or their directors, officers or employees, or at any time represent yourself to a third party as still being employed or connected with the Company or any Group Company.

14. EXPENSES

The Company shall reimburse you for all reasonable travelling, accommodation, entertainment and other out-of-pocket expenses necessarily incurred by you during your employment in the proper performance of your duties under this Agreement. Reimbursement of expenses is subject to you providing valid receipts or such other appropriate evidence of payment as the Company may require.

15. DATA PROTECTION

During your employment the Company will collect and process information relating to you in accordance with the laws. You hereby give your explicit consent to the Company or any of its Group Company to collect, receive, store, handle, process any such personal and/or sensitive personal data or

information having the meaning prescribed by the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules 2011 or any other applicable laws in force, for lawful purpose connected with a function or activity of the Company's administration, management and operation of your employment (including but not limited to payment of wages and maintenance of attendance, performance and conduct records).

16. CHANGES TO YOUR TERMS OF EMPLOYMENT

The Company reserves the right to make reasonable changes to the terms of this Agreement by serving written notice on you in accordance with the applicable laws.

17. GENERAL PROVISIONS

17.1 Any reference to a particular law is a reference to it as it is in force for the time being and shall include any past, current or future amendment, extension or re-enactment and includes any subordinate legislation for the time being in force made under it.

17.2 This Agreement replaces all and any previous documents, contractual or discretionary arrangements that you may have agreed or had in place with the Company, unless the Company confirms otherwise in writing.

17.3 The provisions of this Agreement shall be enforced to the fullest extent permitted by applicable law. If any provision of this Agreement or the application thereof is found to be void, illegal or unenforceable to any extent under applicable law, such provision shall be fully severable from the rest of the Agreement and the remainder of the Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision was never a part hereof. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and, in lieu of such illegal, invalid, or unenforceable provision, there shall be added as a part of this Agreement a provision which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.

18. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by and construed in all respects in accordance with Indian law and the parties agree to submit to the exclusive jurisdiction of the Indian Courts in Mumbai as regards any claim or matter arising in respect of this Agreement.

19. BACKGROUND CHECKS

Our employment agreement is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. The Company reserves the right to withdraw this offer or otherwise terminate your employment without any obligation whatsoever, in the event it is found that any background information you have submitted is false or unsatisfactory

20. DUTIES AND RESPONSIBILITIES

You shall devote all of your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company and you shall perform your duties with diligence, devotion and discretion. You shall perform such duties as are normally associated with your title/designation. You may be required to perform other duties as required by the Company from time to time. You will comply with all directions given to you by the Company and dutifully and faithfully observe all the rules, regulations, and arrangements applicable to you.

21. RESTRICTIONS

Unless specifically authorized in writing by the Company, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

22. FITNESS

During the term of your employment with the Company, you are required to be physically and medically fit to perform the services assigned to you from time to time. As to whether you are fit to perform the services, is an issue which will be professionally determined by the Company and you shall be bound by such determination. You may be required to undergo periodical medical examination with a Company designated medical practitioner, as and when intimated to you by the Company.

23. TRANSFER, TRAVEL, ETC.

The Company may, at its sole discretion, second, depute, assign and/or transfer you to any other office of the Company in India or overseas or to any affiliates of the Company or to any third parties. The Company may also require you, from time to time, to travel to locations in India or overseas and work out of client's sites. The Company may also require you to engage in travel on behalf of the Company, and to work outside of normal working hours as may be depending upon the nature of the business of the Company. You expressly agree to accept such travel and hours of work without additional compensation. Reasonable and necessary professional expenses for travel and lodging, incurred by you, in furtherance of Company business, shall be reimbursed to you in accordance with the standard policies of the Company, as in effect from time to time, upon presentation of documentary evidence that is acceptable to the Company. You are expected to apply due diligence while submitting your claims for reimbursement of actual expenses and in case of any query from any authorities, the onus of explaining/justifying the same would rest entirely upon you and the Company would, in no way, be responsible for any liability whatsoever in this regard.

24. INDEMNITY

You shall indemnify and hold the Company harmless from and against any and all damages, loss, injury or liability for a claim of damage, loss or injury to person or property caused by or resulting from any of your act or omission to the Company, agents, principals or its employees or representatives which constitutes a breach of the term of your employment or negligent performance of your duties as expected from you while in employment of the Company.

25. OTHER EMPLOYMENT

Since it is an offer for full-time employment with the Company, while in the employment of the Company, you will not (i) be employed in any other organisation on a permanent, temporary or part time basis, (ii) offer your services with or without consideration to any physical person, legal entity or public authority, (iii) be occupied in your own business, or (iv) work for or have any interest directly in any other company or business or undertake any activity which might interfere with the proper performance of your duties to the Company or be in conflict with the Company's interests, as may be determined by the Company in its sole discretion.

26. DISCLOSURE OF CONFLICTS

You are required to disclose in writing to the Company all of your business interests, if any, 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 in the future be a conflict of interest between the Company and you or any of your immediate relatives. You agree to disclose fully to the Company in writing any such interests or circumstances which may arise during your employment immediately upon accruing of such interest or occurring of any such circumstances.

27. PREVIOUS EMPLOYMENT

Our offer is also contingent upon your certification that there are no contractual conditions that will prevent you from performing the responsibilities of this offered position. Having left your former employer, it is expected that you did not take any of your former employer's (a) files, (b) clients or customer

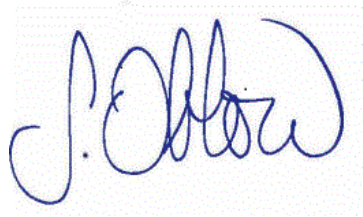
files or lists, (c) vendor, contractor or consultant files or lists or (d) employee files. If you took any of these types of files from your former employer, then it is required that you to return them to your former employer immediately and before joining the Company.

Furthermore, it is expected that when you left your former employer you did not (x) initiate contact or solicit your former employer's clients, or customers for the purpose of encouraging them to terminate their relationship with your former employer, (y) initiate contact or solicit your former employer's vendors, contractors, or consultants for the purpose of encouraging them to terminate their relationship with your former employer and (z) initiate contact or solicit your former employer's employees for the purpose of encouraging them to terminate their employment with your former employer.

We also expect that during your employment with the Company you will not violate any employment agreement, confidentiality agreement, covenant not to compete agreement, or other agreement between you and any of your former employers. By signing this letter, you confirm that you are not in violation of any agreement or contract with any former employer. The Company reserves the right to withdraw this offer or otherwise terminate your employment without any obligation whatsoever in the event it determines or believes that any contractual or other obligations may limit your ability to engage in activities for the Company.

If you wish to accept our offer, please electronically sign this letter and annexures by January 14, 2021. This offer shall automatically lapse unless you confirm your acceptance of it within the prescribed time. On acceptance of this offer for employment, you will be engaged on a full time basis from [date] or such later date as may be indicated to you by the Company.

Should you accept this offer, you are requested to provide the Company with your Permanent Account Number (PAN), a copy of PAN card, a copy of your Aadhar card and Provident Fund details (if applicable) on your first day of employment.



Signed by Scott Oblow, Global Leader Human Capital
For and on behalf of the Company
Dated January 6, 2021

AGREED AND ACCEPTED

I hereby accept the terms and conditions of this offer for employment with the Company and agree to join on January 20, 2021 or such later date as may be communicated to me by the Company. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

SCHEDULE 1

DEFINITIONS

For the purposes of this Agreement and the attached Schedules, the following definitions shall have the following meanings:

'Business': the business of providing consultancy services in relation to valuation advisory, fixed-asset valuation, portfolio valuation, corporate finance, business investigations, cyber security, taxation and other business services and any business of the Company or any Group Company at the Termination Date and with which you were involved to a material extent in the twelve months immediately preceding the Termination Date.

'Client': any person, firm or company who is or was a customer or client of the Company or any Group Company during the last twelve months of your employment and with whom you had material contact or dealings during such period.

'Confidential Business Information': any information of a confidential or secret nature belonging to or concerning the Company or any Group Company (including but not limited to trade secrets, know-how, inventions, drawings, designs, plans, lists, processes, formula, specifications, notations, improvements, software, software documentation or any form of record (whether electronic or otherwise), computer data, business information, customer information, financial information, technical information, personnel information (including but not limited to social security and tax numbers, expense reimbursements, bank account details, variable compensation, commissions and bonuses, performance incentives, salaries and dividends), business strategies and processes, redundancies or layoffs, office closures, offshore payments, investments, new buyouts or selling of companies or assets, prices, discounts, marketing, current and future business strategy and tactics, marketing strategies, the development of new products, production of design secrets, research and development, technical design and specifications of the Company's or any Group Company's products, suppliers, distributors, business connections, and any price-sensitive information, customer lists, supplier lists, details of contracts with or requirements of customers and suppliers) whether or not recorded in written, oral, visual or electronic form, or on any magnetic or optical disk or memory and wherever located, and which is information not readily ascertainable to persons not connected with any Group Company or its clients or which is not in the public domain.

'Employment Intellectual Property': all Intellectual Property in any Employment Invention, works, processes, methods, data, products and/or materials produced, invented, created, conceived or discovered by you (whether alone or with any other person) in the course of or in connection with your employment with the Company (whether or not during working hours or using any Company or Group Company premises or resources, and whether or not recorded in material form);

'Employment Invention': means any discovery, invention, idea, development, process, innovation or improvement made, created, devised or discovered wholly or partially by you in the course of your employment by the Company or which in any way relates or may be related to any product, materials, service, work, method, method or process of the Company or any Group Company or to any Confidential Business Information or which is capable of being used in the business of the Company and/or any Group Company (irrespective of whether (a) it was so made, created, devised or discovered during normal working hours or using the premises, facilities or resources of the Company or any Group Company (b) it is recorded in material form);

'Group Company': in relation to the Company, means the Company and each parent undertaking of the Company and each subsidiary undertaking of the Company and the parent undertaking; or any other undertaking which is directly or indirectly owned or controlled by another undertaking in the same group of companies or associate company as defined under the Companies Act, 2013. For these purposes, an undertaking shall be treated as being owned or controlled by another if that other undertaking has fifty per cent (50%) or more of the votes in such undertaking or is able to direct its affairs and/or to control the composition of its board of directors or equivalent.

'Holiday Year': the calendar year from 1 January through to 31 December.

'Intellectual Property': means all intellectual property rights of any nature throughout the world (whether currently in existence or otherwise and whether vested or contingent and including any renewals or extensions) including without limitation copyright, moral rights, rights in the nature of

copyright, trade secrets, patents, rights to inventions, utility models, design rights, database rights, trademarks, service marks, logos, trading and business names, rights in internet domain names, know-how, confidential information, unfair competition rights, rights in get-up, rights in goodwill, rights to sue for passing off, semiconductor topography rights (in each case whether registered or not and including all applications or rights to apply) and all rights or forms of protection of a similar nature or having equivalent or similar effect in any part of the world.

'Key Employee': any person who, at the Termination Date, is employed or engaged by the Company or any Group Company:

- at a senior or key level or at a level at least equal to your level and who was a person with whom you had material contact during the last twelve months of your employment; or
- in a position which reported directly to you either at the Termination Date or at any time during the last twelve months of your employment.

'Property': all and any property of the Company, including but not limited to Confidential Business Information, keys, security passes, mobile phone, credit card, equipment, laptop or computer.

'Prospective Client': any person, firm or company who, either six months' prior to or at the Termination Date, the Company or any Group Company were, or are, in discussions or negotiations with for the purposes of them becoming a client and with whom you had material contact or dealings during such discussions or negotiations.

'Restricted Territory': means (a) India; or (b) any other country in which the Company has business interests on the Termination Date and where you were involved to a material extent in the last twelve months of your employment by reason of your role, work and duties.

'Supplier': any person who is a supplier or trade connection of the Company or any Group Company at the Termination Date and with whom you had material contact during the last twelve months of your employment.

'Termination Date': the date of termination of your employment.

SCHEDULE 2

TRUST AND CONFIDENCE AGREEMENT

1. CONFIDENTIALITY

1.1 Other than as required for the proper performance of your duties as authorised by the Company, you shall during your employment with the Company, and at all times after the Termination Date:

- 1.1.1 keep confidential and not reveal or disclose or otherwise utilise any Confidential Business Information;
- 1.1.2 use your best endeavours to prevent the unauthorised use or communication by any person, company or organisation (including your colleagues and any of the Company's manufacturers, suppliers and customers) of any Confidential Business Information;
- 1.1.3 inform the Company immediately upon becoming aware, or suspecting, that any person, company or organisation (including your colleagues and any of the Company's manufacturers, suppliers and customers) knows or has used any unauthorised Confidential Business Information;
- 1.1.4 not make or use any copies or records of any Confidential Business Information in any form;
- 1.1.5 not use any Confidential Business Information for your own purposes or those of any third party; and
- 1.1.6 keep all Confidential Business Information you access secure and inaccessible to third parties who are not authorised to view it.

1.2 You agree:

- 1.2.1 that you are responsible for ensuring the security of any Confidential Business Information in your home and whilst you are working both at and outside the Company's premises; and
- 1.2.2 to comply with the Company's policies from time to time in force regarding (i) data protection and the retention and use of personal information and (ii) the use of information technology and electronic communication systems.

1.3 All Confidential Business Information, including copies of it in any medium, is the property of the Company (or any Group Company where appropriate) and immediately upon the termination of your employment, or the Company's request at any time during your employment, you will:

- 1.3.1 hand over all Confidential Business Information and any copies thereof to your direct manager or their superior, provided that such person is authorised to handle that Confidential Business Information;
- 1.3.2 permanently and irretrievably delete any Confidential Business Information stored on any magnetic or optical disk or memory, including personal computer networks, personal e-mail accounts or personal accounts on websites and any associated copies which are in your possession or under your control; and
- 1.3.3 provide a signed statement that you have complied fully with your obligations under this paragraph;

1.4 Unless the Company gives its prior written consent or it is within the ordinary course of your employment and required for the proper discharge of your job duties, you may not at any time during your employment with the Company (or permit or authorise any third party to):

- 1.4.1 publish to a third party any Confidential Business Information or any opinion, fact or material relating to or connected with the business of the Company or its clients, customers or suppliers in so far as this relates to any Confidential Business Information; or
- 1.4.2 write or contribute (whether or not under your own name) to any book, newspaper or journal article or any television or radio broadcast or any blog or online media (in each case) so far as this relates to Confidential Business Information.

1.5 You may not at any time during or after your employment with the Company make any derogatory or disparaging statements concerning, or statements which might reasonably be expected to damage, the reputation or interests of the Company, its Group Company or its or their directors, officers or employees (or permit or authorise any third party to do so) if you could save your vested interests in any other reasonable way.

1.6 The obligations contained in this paragraph do not affect your common law duties or your applicable statutory rights.

2. INTELLECTUAL PROPERTY

2.1 You shall immediately upon its creation or discovery notify the Company in writing of: (i) the general nature of any Employment Invention and (ii) the creation or coming into existence of any other Employment Intellectual Property.

2.2 The ownership of any Employment Invention shall, as between you and the Company, belong to the Company.

2.3 You shall:

- 2.3.1 promptly provide to the Company full written disclosure of any Employment Invention whenever required by the Company to do so (whether or not during your employment with the Company); and
- 2.3.2 apply or join with the Company, any Group Company or any other person(s) (as requested by the Company) in applying for letters patent or other equivalent protection in India and in any other part of the world for such Employment Invention and unconditionally do such things and execute such documents as the Company may reasonably request.

2.4 The Company shall be solely and exclusively entitled to the entire and unencumbered legal and beneficial interest throughout the world in and to all Employment Intellectual Property and all materials embodying any of the foregoing. To the extent that (notwithstanding the foregoing) any such Employment Intellectual Property does not vest automatically in the Company, you shall hold it on trust for the Company.

2.5 You undertake to immediately and unconditionally execute all documents and do all things as the Company shall require for the purpose of confirming and assuring in the name of the Company or any Group Company any Employment Intellectual Property and/or maintaining or protecting any Employment Intellectual Property and/or registering any Employment Intellectual Property in the name of the Company or any Group Company, including waiving any statutory moral right therein as referred to in paragraph 2.6.

2.6 You irrevocably waive all your present and future moral rights and similar rights of any nature throughout the world in or to any of the Employment Intellectual Property in favour of the Company (and any Group Company) and for the avoidance of doubt this waiver shall extend to the licensees and successors in title of the Company (and of any Group Company).

2.7 You accept and agree that no further compensation other than that provided for in this Agreement shall or may become due to you in respect of your compliance with this paragraph 2.

2.8 You shall not without the prior written consent of the Company directly or indirectly register any Employment Intellectual Property or attempt to do so.

2.9 All rights and obligations under this paragraph 2 in respect of any Employment Intellectual Property shall continue in full force and effect after the termination of your employment for whatever reason and shall be binding upon your personal representatives.

2.10 You hereby irrevocably appoint the Company to be your attorney to execute all documents and do all things necessary or desirable for the purpose of giving the Company and/or any Group Company the full benefit of this paragraph 2. A certificate in writing, signed by any director or the secretary of the Company, that any instrument or act falls within the authority conferred by this paragraph shall be conclusive evidence that such is the case so far as any third party is concerned.

2.11 You agree at all times during the course of your employment with the Company to inform the Company of any actual, suspected or threatened infringement of any Intellectual Property belonging to the Company or any Group Company as soon as the same becomes known to you and, at the reasonable cost and expense of the Company, to unconditionally render such assistance as the Company may request to restrain such further infringement, to enforce such Intellectual Property against third parties, to apply for the registration of any such Intellectual Property and to defend any claim made against the Company and/or any Group Company of infringement of third party Intellectual Property.

2.12 You acknowledge that, because of the nature of your duties and the particular responsibilities arising from the nature of your duties, you have and shall at all times while employed by the Company a special obligation to further the interests of the Company and each Group Company.

3. PROTECTIVE COVENANTS

Non solicitation or dealing with clients

3.1 You will not, for a period of twelve months after the Termination Date, whether directly or indirectly, for yourself or with any person, firm or company, solicit or deal with, or approach or accept any business or trade of, a Client or Prospective Client for the provision of services which compete with the Business.

Non solicitation of employees

3.2 You will not, for a period of twelve months after the Termination Date, whether directly or indirectly, for yourself or with any person, firm or company, solicit, approach, engage, employ or offer employment to, a Key Employee, or in any way try to influence a Key Employee to leave the Company or any Group Company.

Suppliers

3.3 You will not, at any time after the Termination Date, whether directly or indirectly, for yourself or with any person, firm or company, interfere with or in any way conduct yourself so as to damage or significantly affect the Company's, or any Group Company's relationship or terms of trade with any Supplier.

General

3.4 The restrictions set out in this paragraph apply whether you are acting for your own benefit or on behalf of any person and whether you act directly or indirectly.

3.5 If you are required to serve any period of notice as garden leave, such period shall be set off against any period of the covenants under paragraphs 3.1 to 3.2 above.

3.6 If any or part of the obligations under paragraphs 3.1 to 3.2 are held to be unenforceable or void but would not be so if some part of it were deleted or modified or varied then the provision shall apply with such deletion, modification or variation as is necessary to make it valid and effective.

4. INTERESTS IN OTHER BUSINESSES

During your employment you shall not be engaged, concerned or have an interest in any other business, trade or occupation except:

4.1 with the Company's prior written consent; or

4.2 where you hold a business interest for investment of up to three per cent of any class of securities quoted or dealt in on a recognised stock exchange; or

4.3 where such engagement, concern or business interest does not (a) conflict or compete with the business of any Group Company and (b) interfere with the proper performance of your duties under this Agreement.

SCHEDULE 3

TRAINING REPAYMENT AGREEMENT

As part of your employment with Duff & Phelps you may be required to undergo training as deemed necessary by your manager. This training may take place at any of Duff & Phelps's global locations, at the discretion of your manager.

In consideration of the Employer meeting the costs of the training and associated travel, which will be clearly documented at the time of booking, the Employee undertakes to reimburse to the Employer the Costs if he/she resigns from the employment of the Employer either after booking, but prior to completion of the training or within eighteen (18) months after the end of the training period.

In the case of early resignation by the Employee, the Employee will agree to an appropriate repayment schedule of the training costs. If this is not possible however, to the extent permitted by law, the Employee agrees that the Employer may deduct a sum equal to the whole or part of the Costs due in accordance with the terms of this Agreement from his/her wages or from any other allowances, expenses or other payments due to the Employee.

Any agreed repayment schedule will be in line with the following terms:

- i) Resignation within 6 months of training completion, employee will be responsible for repaying 75% of the total expenses.
- ii) Resignation within 6 to 12 months of training completion, employee will be responsible for 50% the total expenses.

iii) Within 12 to 18 months of training completion, employee will be responsible for 25% of the total expenses.

It is understood however that any repayment amount due will not exceed the amount of USD \$4,000.00

The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss as a result of the termination of the Employee's employment and takes into account the derived benefit to the Employer. This Agreement is not intended to act as a penalty on the Employee upon termination of his/her agreement.

The Employer recognises that in some cases, extenuating circumstance may play a role in an employee's decision to resign from their post. In such cases, the Employer will endeavour to take this into account and give reasonable consideration as to whether this impacts the need for reimbursement.

SCHEDULE 4

GROSS SALARY BREAKDOWN

Salary Breakup	Comments	Breakup	
		Full Year	Per Month
CTC		350,000	29,167
Basic	Should be in the range of 45%-55% of CTC. The new basic cannot be lower than earlier	157,500	13,125
HRA	50% of Basic	78,750	6,563
Reimbursements	up to 20% of CTC		
Leave Travel Allowance	up to a max of 2 months basic	-	-
IT Reimbursement	up to INR 100,000	-	-
City Compensation Allowance	Balancing Figure - This cannot be higher than Basic	92,150	7,679
Employer contribution to Provident Fund (if opted) #	Either INR 1800 per month or 12% of Basic per month \$	21,600	1,800
	Total	350,000	29,16

Notes

- 1) Basic salary is pegged at 45% of CTC. Employee has flexibility to fix it between 45% to 55% (with minimum of INR 15,000) or based on applicable policy on given point in time
- 2) HRA is fixed at 50% of Basic salary.
- 3) CTC is inclusive of Employer PF contribution. Default PF is pegged at 12% of Basic Salary. Employee has choice of 12% of basic salary or INR 1800 per month as contribution to PF.
- 4) Employee can allocate maximum 20% of CTC to Flexible Benefit Plan.
- i) Up to a maximum of two months basic can be claimed. LTA claims for domestic travel with family are exempt twice in a block of four calendar years. Read income tax act for more details
- ii) Employees can opt for this element up to a max. of INR 100,000 p.a. provided it is within the overall FBP limits. This can be used to purchase additional Tablet PC, desktop and computer monitor for work purposes.
- 5) City Compensatory allowance is a balancing figure.
- 6) Applicable Deductions: Employee contribution to PF / Professional Tax / Applicable Income Tax / Any other Statutory deductions
- 7) All the above amounts are based on a full year of service and the amount payable to you would be determined pro-rata based on the number of days that you serve with the Company during the applicable financial year.
- 8) Please note, you need to update your CTC structure on the portal of payroll vendor within timeframe announced by Human Capital. In absence of that, a default CTC breakup would be updated on your behalf which will be applicable till the end of financial year.

Offer electronically accepted by: Goswami, Nidhi
 Offer electronically accepted on: Jan 6, 2021 8:24 PM
 Offer electronically accepted from: 49.205.247.82

CSR Campus Drive - 2022

Dear **Yeruva Prasanthi**,

Greetings from Pentagon Space Pvt Ltd, Bangalore.

Congratulations on getting selected for Pentagon Space CSR Drive 2022 Batch. We are glad to inform that you have cleared all the interview process and further entitled to be one among the trainee for our CSR Batch. With regards to this program you are now eligible to get trained on **JAVA FULL STACK COURSE**. The Date of Batch commencement would be officially sent to your registered mail id.

Adding to the benefits, you get

1. Industry standard course curriculum worth Rs.30,000/- offered for free inclusive of study materials.
2. Guaranteed 100 Placement opportunities.
3. Depending on your performance in the interview, the average salary package would be ranging from 3Lpa to 12Lpa.

Please accept this offer letter & fill the below mentioned details.

Name: Yeruva prasanthi

College Name: St.Anns college for women, Hyderabad.

Branch: MCA

USN/ Reg Number: 120419862038

Date:

Student

Signature Y.

prasanthi Best

wishes



Madhusudan. H

Campus Head - INDIA

Candidate ID:5022012 /972212,

Date of Joining:10/22/2021,

Joining Location:Hyderabad IN,

Designation:Associate.

Dear Kummari Sabitha ,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 9:00 am at Hyderabad IN office, for joining formalities as per the address mentioned below:

Address

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
2.	Relieving letter / Resignation Acceptance Letter from the immediate last employer OR Resignation mail (mentioning of last working day from the HR is mandatory)
3.	Experience letter from previous two employers.
4.	Immediate last employer Salary details (Appointment letter / Latest Increment Letter)
5.	Highest Degree Mark sheet and Convocation Certificate (All semester mark sheet)
6.	Passport Copies (First and Last page only)
7.	Pan card Copy- Mandatory

8.	Driving license copy
9.	Passport size photographs(4 nos)
10.	Aadhaar Card Copy - Mandatory , if allotted
11.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
12.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note:

- Capgemini has a dress code policy and you need to always dress in formal attire.
- If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 5022012 /972212 ,
10/21/2021 ,
Kummari Sabitha ,
H.NO:1-40/2 , ,
Vikarabad , ,
India.

Confidential

Dear Kummari Sabitha ,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with Capgemini Technology Services India Limited ('Capgemini' or 'Company') starting from 10/22/2021 (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be Associate /A2
- B) You will be required to work at the Company's offices in location Hyderabad IN
- C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 199770/- (Rupees One Lakh Ninety Nine Thousand Seven Hundred and Seventy only only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

The breakup of your all-inclusive annual target compensation is as follows:

The breakup of your all-inclusive annual target compensation given in Exhibit 2

- D) The following elements are included in the compensation package stated above:
1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
 2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
 3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the abovementioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

- E) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the

Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.

2.Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.

3.Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.

4.Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.

5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) A. Retention Bonus (Not applicable for Bangalore Location)-On successful completion of two years from the date of joining you would be entitled to receive a retention bonus of INR. 50,000/- (Rupees Fifty Thousand Only) and will be fully taxable. This amount is fully recoverable if you leave the organization within 12 months from date of PAYOUT.

B. Joining Bonus- Not Applicable

C. Notice period buy Out : Not Applicable

D. Relocation - Not Applicable

G) Probationary Period:

1. You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.

2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

H) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.

I) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

a. You will submit relevant documents as mandated by the Company;

b. You obtain requisite certification or complete mandated assessments which are basis for offering you opportunity with the Company;

c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company).

Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;

d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.

- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

J) Your employment with the Company will also be governed by the terms and conditions of employment contained in Exhibit 1 attached hereto.

K) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,
Brigade Metropolis, Summit – Tower 'A',
73/1, Garudacharpalya, Mahadevapura Post,
Whitefield Main Road,
Bangalore – 560048

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen (15) days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Aarti Srivastava

Head of HR - Business Services

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer. Name: Kumhari Sabitha

Date: 10/21/2021

Exhibit 2

Name	Kumhari Sabitha
Designation	Associate
Grade	A2
Location	Hyderabad IN

COMPONENTS	PER MONTH	PER ANNUM
Basic Salary	Rs. 10,767.00	Rs. 129,204.00
House Rent Allowance	Rs. 820.00	Rs. 9,845.00
Other Allowance and Reimbursement - 1	Rs. 0	Rs. 0
Other Allowance and Reimbursement - 2	Rs. 0	Rs. 0
Advance Statutory Bonus	Rs. 2,153.00	Rs. 25,841.00
Total Gross Salary	Rs. 13,741.00	Rs. 164,890.00
Capgemini contribution to PF	Rs. 1,292.00	Rs. 15,504.00
Gratuity (Accrual only)	Rs. 518.00	Rs. 6,215.00
Total Fixed compensation	Rs. 15,551.00	Rs. 186,609.00
Variable Pay (as per policy)	Rs. 0.00	Rs. 0.00
Total Cash Compensation	Rs. 15,551.00	Rs. 186,609.00
Insurance Premium (Mediclaime, Personal Accident, Group Term Life)	Rs. 650.00	Rs. 7,802.00
Capgemini contribution to ESI	Rs. 447.00	Rs. 5,359.00
Total Cost to Company	Rs. 16648	Rs. 199770

*You may choose any of the following optional instruments that are a part of the Other Allowances and Reimbursements – 2 to avail tax benefits. Balance amount that is not claimed will be paid as taxable personal allowance on monthly basis after withholding taxes.

Component	Max Limit Anually
Other Allowance and Reimbursement 1	
Remote Working Allowance	19800.00
Books and Journals	24000.00
Professional Pursuit	180000.00
Conveyance Allowance	63,600.00
Other Allowance and Reimbursement 2	
Leave Travel Assistance	60,000.00
Food Allowance	26,400.00
NPS	0.00
Car and Driver Salary Reimbursement	21,600.00

Notes:

The payroll processing will be as per Company policy notified from time to time.

1. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
2. For claiming tax benefit in case of admissible allowances and reimbursements (e.g. Leave Travel Assistance, Vehicle and Driver Reimbursement etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
3. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
4. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.

++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes / modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.

* Employee's contribution towards PF will be made from the monthly salary as defined by Law.

The Benefits (Accidental, Medical as applicable) amount has been arrived at by considering the maximum eligibility under each of the components.

** Annual Variable Compensation Payout will be as per the Variable Compensation Scheme; Annual Variable Compensation payout can range from 0 to the amount mentioned above.

All components under Other Allowance and Reimbursement – 1 will be paid along with monthly salary. Tax benefit as per proof submission will be passed into tax liability calculation basis bills submission.

+ This is the maximum limit you are eligible for. You may choose any of the optional components under 'Other Allowance & Reimbursements - 2' Nontaxable components (except Meal Card) would be paid based on a voluntary claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

Approved by :

Name:Kummari Sabitha



K.Sabitha

Aarti Srivasthava

Signature & Date: 10/21/2021,

TRAINING AGREEMENT

This Training Agreement ("Agreement") is made and executed on 10/22/2021 at by and between:

Mr./Ms. Kummari Sabitha S/D/oMr./Mrs.

Kummari Narsimulu, having employee id no 5022012 /972212, permanent resident of Vikarabad and presently residing at vikarabad

(hereinafter referred to as the "Employee");

And

Capgemini Technology Services India Limited, a company incorporated under the Companies Act, 1956 with its registered office at Block Godrej IT park, Godrej & Boyce Compound, LBS Marg, Vikhroli West, Mumbai – 400079, India (hereinafter referred to as the "Company" which expression shall unless excluded by or repugnant to the context, be deemed to mean and include its successors and assigns); The Employee and the Company are also referred to as the "Party" in the singular and as the "Parties" in the collective.

WHEREAS:

A. The Company is an entity engaged in the business of providing Information Technology, Software development and Outsourcing Services for the purpose of attaining its objects, the Company requires Employee to be employed to further the business of the Company.

B. The Employee has been offered employment with the Company vide an Employment Offer Letter and Exhibit 1 dated (the "Offer Letter") issued by the Company to the Employee. The

Employee has agreed to be bound by the terms and conditions in the Offer Letter.

C. Pursuant to the terms of the Offer Letter, to meet the requirements of employment, the Employee is, as a condition of employment with the Company, required to undergo necessary and specialized training and/or on-the-job skill enhancement (under expert guidance) in Outsourcing Operations as necessary and/ or relevant to Employee's duties and responsibilities at the Company. Further, the Employee understands and has agreed that he/she is required to clear the mandatory "Final Assessment" and/or any other certification test as will be prescribed by the Company. The said training and on-the-job skill enhancement is hereinafter collectively referred to as Training.

D. The Company has a reasonable expectation that the Employee will apply on the job knowledge and skills learnt by him as a result of the Training, as well as share this knowledge with other employees, whenever possible, to maximize the positive impact of the skills learnt as part of the Training in their work environment.

E. Considering the significant investment that Training represents, the Company seeks an assurance in the form of this Agreement, to ensure that the Employee will not resign or cause to terminate his / her employment with the Company before the cost of the Training is amortized. Accordingly, the Employee as such has agreed to continue employment with the Company for a minimum period as set out in this Agreement.

NOW THEREFORE, in consideration of the foregoing and the respective representations, warranties, covenants and agreements set forth herein, and other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. The Employee confirms that the employment and Training are beneficial to the Employee and that the provisions of this Agreement are fairly and reasonably required for protection and preservation of the interest of the Company, and is not penal in nature.
2. The Employee agrees that the Agreement is necessitated on account of the fact that the Employee has to undergo Training at the Company's cost, expense and time to acquire necessary technical and professional skills required for discharging duties and responsibilities as an employee, and the Employee hereby agrees to undergo and accept the Training as arranged by the Company as per terms and conditions of the Offer Letter and this Agreement. The Employee acknowledges that the Training shall immensely benefit and assist the Employee not only in his/her job duties and responsibilities at the Company but shall also significantly enhance his/her career prospects, both at the Company and outside of it.
3. The Employee hereby acknowledges and agrees that the Training will entail significant expenditure to the Company, including but not limited to, computer time, instructor time, supervisory time, software costs, travel and accommodation, the setting up and maintenance of general and special facilities for Training as well as for on-the-job skill enhancements, apart from the Employee's recruitment costs and salary & benefits during period of Training. For the purposes of this Agreement, the Training costs and related expenses are estimated by the Company to be Rupees One Lakh Twenty Thousand Only ("Training Costs and Expenses"), which is hereby accepted and confirmed by the Employee.
4. The Employee agrees that as part of the Training, the Employee will study with all due care and diligence to the best of the Employee's ability and abide by and confirm to all the rules and regulations, policies, Terms and conditions of the Company in regard to Training hours, holidays, discipline and other conditions of the employment and/or Training or any directions given to Employee by the authorized representatives of the Company.
5. The Employee further agrees that during the period of Training, the Employee will abide by the instructions of the authorized representatives of the Company under whom the Employee may from time to time be placed. The Company reserves to itself the right to modify or vary, the content and/or period of the Training, without assigning any reason whatsoever.
6. In consideration of the expenses incurred by the Company for the Employee's Training, enhancement of skillsets and other good and valuable consideration, the receipt of which is hereby acknowledged by the Employee, the Employee agrees to serve in employment of the Company for a minimum period of Twenty Four (24) months (the "Commitment Term") from the date of the Employee joining the Company as an employee ("Joining Date"). Even if the Employee commits an act or omission with the intent to deliberately cause the Company to terminate his/her employment ("Employment Cessation"), the Employee shall be deemed to be in breach of the above obligation and the Commitment Term
7. The Parties agree that Commitment Term represents the minimum period by which the Training Costs & Expenses would be amortized by the Company.
8. The Employee is aware that the Company has employed the Employee in view of the Employee's commitment to remain in the Company's employment during the entire Commitment Term and signing of this Agreement. The Employee recognizes and accepts that the Company would be put to substantial disadvantage, inconvenience, loss, etc., in the event of the Employee not serving the entire Commitment Term.
9. Accordingly and notwithstanding anything to the contrary:
 - (i) in the event Employment Cessation occurs at any time but before completion of 12 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company the entire Training Costs and Expenses
 - (ii) in the event Employment Cessation occurs at any time after completion of 12 months but before completion of 18 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 50% of the Training Costs and Expenses.
 - (iii) in the event Employment Cessation occurs at any time after completion of 18 months but before completion of 24 months from the Joining Date, the Employee hereby agrees and undertakes to immediately reimburse to the Company 25% of the Training Costs and Expenses.
10. The Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above is without prejudice to the Company's other rights that it shall be entitled to receive under law or equity. Additionally, the Employee's liability to reimburse the Training Costs and Expenses as per Clause 9 above shall constitute a debt owed by the Employee to the Company and shall be recoverable by the Company from the Employee with interest thereon calculated at 12% per annum till realization.
11. The Employee agrees that the Company shall at all times have lien over and the authority of deducting or appropriating towards the recovery of the Employee's liability to reimburse the Training Costs and Expenses to the Company, by way of salary, arrears of salary

and all other types of remuneration and terminal benefits. Such a right of recovery shall be without prejudice to the Company's other rights that it shall be entitled to receive under law or equity.

12. The Employee further agrees to sign all such papers, documents, promissory notes, bank guarantee, undertakings and / or powers of attorney/letters of authority as the Company may require in this respect or under this Agreement.
13. The Parties further agree that this Agreement shall continue to be valid and in force even if the employment of the Employee ceases or is terminated at any time during the Commitment Term.
14. The Parties agree that (i) the failure to enforce any right against the Employee by the Company or (ii) any compromise made by the Company with the Employee for any violation of the terms in the Offer Letter, shall not constitute a waiver of the rights that the Company enjoys against the Employee under this Agreement or under the applicable laws.
15. It is hereby clarified that notwithstanding anything to the contrary, this Agreement shall not affect the Company's right to terminate the employment of the Employee at any time, whether during the Commitment Term or anytime thereafter. It is also clarified that nothing in this Agreement prevents the Employee from leaving, resigning from or terminating his/her employment with the Company (and accordingly this Agreement should not be construed as an employee bond) and that this Agreement stipulates only the monetary amounts that the Employee is liable and required to repay and/or reimburse to the Company in certain specific situations as envisaged in this Agreement.

16. The Employee agrees, recognizes and acknowledges that:
 - 16.1.1 (i) he/she has been provided with a copy of this Agreement for review prior to signing it; (ii) he/she has reviewed it and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed this Agreement only after having had the opportunity to seek clarifications; (iv) he/she has been given a signed copy of this Agreement for his/her own records; and (v) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him/her; and
 - 16.1.2 He/she is subject to no contractual restriction or obligation that will in any way limit his/her activities on behalf of the Company or prevent him/her from performing all or any of the obligations, terms and conditions of this Agreement.
17. The Parties agree that all notices under this Agreement shall be sent by a Party to the other Parties by acknowledgement receipt registered post and contemporaneous courier transmission or by email to the addresses as has been provided in the Offer Letter.
18. If any paragraph, sub-paragraph, or provision of this Agreement, or the application of such paragraph, sub-paragraph, or provision, is held invalid by a court of competent jurisdiction, the remainder of this Agreement, and the application of such paragraph, sub-paragraph, or provision to persons, or circumstances other than those with respect to which it is held invalid shall not be affected.
19. The terms of this Agreement (read along with Offer Letter) are the entire agreement and understanding with respect to the subject matter hereof and supersedes all prior discussions or representations between the Company and the Employee.
20. The Employee acknowledges and agrees that the Company may assign any of its rights under this Agreement to any person or entity. This Agreement is not assignable by the Employee.
21. No waiver by the Company of any breach of this Agreement shall be a waiver of any preceding or succeeding breach. No waiver by the Company of any right under this Agreement shall be construed as a waiver of any other right under this Agreement or under law. The Company shall not be required to give notice to enforce strict adherence to all terms of this Agreement.
22. No change, modification, or termination of any of the terms, provisions, or conditions of this Agreement shall be effective unless made in writing and signed or initialled by all signatories to this Agreement.
23. All disputes arising between the Parties shall be settled under the provisions of the Arbitration and Conciliation Act 1996 of India. The Parties agree that the arbitration proceedings shall be conducted in Mumbai. Notwithstanding anything to the contrary, the Parties agree that this Agreement shall be construed and enforced in accordance with the laws of India, without giving effect to the conflict of law provisions thereof. Subject to the aforesaid, the courts in Mumbai shall have exclusive jurisdiction to resolve any disputes between the Parties that arise out of this Agreement.

(Signature Page follows)

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date written below by their own hand and seal or by their duly authorized representatives.

K.Sabitha: Kummari Sabitha:10/22/2021

Employee Signature: Name: Date:

For Capgemini Technology Services India Limited

Signature: Name: Designation: Date:

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

- 1.1 Your base location for work is identified in the Employment Offer Letter. Capgemini Technology Services India Limited ("Capgemini" or "Company") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.
- 1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:
 - a) one location to another; or
 - b) one team/department/account/function/Business Unit to another; or
 - c) one project/job to another; or
 - d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate
from time to time.
- 1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

- 2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

- 3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

- 4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such

training/certification. Under such training agreement, you shall

agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

- 5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;

b) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;

c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and

d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective

customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

- 5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

- 5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security

Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

- 5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

- 5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

- 5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.
- 5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.
- 5.8 During your employment with the Company, to meet the exigencies of business, the Company may required you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts
(including night shifts).
- 5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.
- 5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.
- 5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.
- 5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.
- 5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.
- 5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledgethat some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

- 5.15 You hereby represent to the Company that:
- a.) you are legally permitted to reside and be employed in India;
 - b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
 - c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
 - d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
 - e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the
Company or any of its representatives, agents or employees; and
 - f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

- 6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.
- 6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.
- 6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.
- 6.4 You agree and confirm that, you will, at all times:
- a.) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
 - b.) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the
Company's prior written consent;
 - c.) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
 - d.) prevent the unauthorized use, dissemination or publication of such Confidential Information;

- e.) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f.) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g.) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h.) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i.) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may bereasonably

expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a.) was in your possession before receiving the same from the Company pursuant to this Letter;
- b.) is or becomes a matter of public knowledge through no fault of yours; or
- c.) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the

Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

- 7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.
- 7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.
- 7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively 'Developments') that:
- a.) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
 - b.) results from tasks assigned to you by the Company; or
 - c.) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

- 7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).
- 7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.
- 7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively 'Moral Rights'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its

assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

- 7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.
- 7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.
- 7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

- 8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.
- 8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.
- 8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.
- 8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.
- 8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

(i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age. b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or

undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.

- (iv) 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 authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, nonperformance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I_Kummari Sabitha__residing at __Vikarabad__, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the"Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1.That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3.That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4.That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6.I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Kummari
Sabitha
Signature:

K.Sabitha
Date:

10/22/2021

Letter of Offer for Employment

Date: 31-March-2022

**To,
Pooja Tapase,
H.No 12-1-247, Kummar Wadi,
Asif Nagar, Hyderabad,
Telangana - 500028**

Dear Mrs. Pooja Tapase,

Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization as **Software Engineer - Trainee** with effect from Joining Date **11-April-2022**. You will be based in our **Hyderabad** office.

You will be paid gross emoluments as detailed in Annexure – A.

Your employment with us will be governed by the **Terms of Employment** as detailed in the attachment.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
Codeft Software Solutions



Rahul Varadareddi
Co-founder

Annexure – A

Salary structures can be bifurcated as under:

Pay Components	Monthly (in INR)	Annual (in INR)
Basic Salary	12,500.00	1,50,000.00
House Rent Allowance	6,250.00	75,000.00
Special Allowance	3,750.00	45,000.00
Leave & Transport Allowance	2,500.00	30,000.00
Gross Salary	25,000.00	3,00,000.00
Performance Linked Variable Pay	-	0.00
Total CTC		3,00,000.00

Total CTC: Rs. 3,00,000 per annum (Rs. 25,000 per Month)

Note:

- Please note that PF will be deducted @ 24% on your basic pay component once it's implemented by the organization.
- There will be a standard deduction of ₹ 200/- towards Professional Tax.
- TDS shall be deducted as applicable. The actual amount to be deducted is based on the employee's declaration in the payroll portal and shall be spread equally across the financial year.
- Performance based variable pay varies from 50% to 100% depending on the performance over the financial year.



APPOINTMENT LETTER

20 January, 2022

Dear **KANDIKONDA PARAMESHWARI,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 63200**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **28 January, 2022** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may Deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **28 January, 2022** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro Limited.**



Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: **E-Signature Signature**

Date: **E-Signature Date**

Name: KANDIKONDA PARAMESHWARI

ANNEXURE I

Name	KANDIKONDA PARAMESHWARI
Designation	Associate
Date Of Joining	28 January, 2022
Level	AA
Basic	63200
House Rent Allowance	31600
Bonus	16800
WBP	27906
PF	10920
Gratuity	3040
ESI	4534
Variable Pay	
Target Cost To Company (per Annum)	158000

ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **KANDIKONDA PARAMESHWARI**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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.

Name: KANDIKONDA PARAMESHWARI

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **KANDIKONDA PARAMESHWARI**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: KANDIKONDA PARAMESHWARI

Signature: E-Signature Signature

Place: IN-TG-Hyderabad

Date: E-Signature Date

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**



APPOINTMENT LETTER

11 August, 2022

Dear **Laxmi Pavani Devarasetty**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Associate** on the following terms:

1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 64400**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves:

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **12 August, 2022** and You will join as a confirmed employee.

1. Your employment with the Company shall be terminable, without reasons, by either party giving two-months notice .The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time. .
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **12 August, 2022** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro Limited.**



Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: **E-Signature Signature**

Date: **E-Signature Date**

Name: **Laxmi Pavani Devarasetty**

ANNEXURE I

Name	Laxmi Pavani Devarasetty
Designation	Associate
Date Of Joining	12 August, 2022
Level	AA
Basic	64400
House Rent Allowance	32200
Bonus	16800
WBP	28721
PF	11162
Gratuity	3098
ESI	4619
Target Cost To Company (per Annum)	161000

ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Laxmi Pavani Devarasetty**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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.

Name: Laxmi Pavani Devarasetty

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Laxmi Pavani Devarasetty**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Laxmi Pavani Devarasetty

Signature: E-Signature Signature

Place: IN-TG-Hyderabad

Date: E-Signature Date

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**



Ref. Code: Corporate-Hyderabad/ 2022-2023/ 046

Date: 14th June, 2022.

To,
Ms. Sagai Mary,
8/2/603 C 73, Road No-10, Sigadi Basti,
Banjara Hills, Khairatabad, Hyderabad,
Telangana-500034.

Subject: Fixed Term Appointment Letter

Dear Sagai Mary,

Congratulations & Welcome aboard!

This is with reference to your application for a suitable position in our organization and subsequent interview/ discussions you had with us. We are pleased to appoint you as "Homecare Integrator" in "Home Healthcare Hub" department in as per the terms and conditions indicated below.

1) APPOINTMENT TENURE:

Your Appointment shall be for a period of 11 months, with effective from **04th June, 2022 to 04th May, 2023.**

2) PLACE OF POSTING:

- Your place of posting is at **Corporate-Hyderabad.**
- However, the Management may place you on any assignment in any unit/department/ associate concern of the Company as it may consider necessary in its absolute discretion from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected.

3) REMUNERATION:

You will receive an amount of **Rs. 17,000/-** per month and TDS will be applicable as per the Income tax act rules on the said amount.

4) DUTIES / RESPONSIBILITIES:

- You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that shall be given to you by your superiors.
- You will have the responsibility for efficient, satisfactory and economic operation in the areas of responsibility that may be assigned to you from time to time. It is the intention of the Company that every employee of the Company takes upon him / her certain degree of responsibility and is accountable for the work undertaken by him / her.
- Company personnel are whole time employees of the company and they should not have any other employment or hold any other honorary office during the tenure of such employment. The Management may, on a specific application made by an employee, permit holding honorary positions/office on a case to case basis.

5) SERVICE RULES:

- You will be covered by the service rules and regulations including Attendance, Conduct, Discipline and Administrative orders and any such other rules or orders of the Company that may come in force from time to time.
- You will be eligible for leaves as per the company policy.

Apollo Home Healthcare Limited

Corp. Off : #8-2-293/82/1/253-A, Plot No. 253/A, Road No.12, Venkateswara Colony, Banjara Hills, Hyderabad-500 034. Ph 040-2360 6004

Regd. Off : 03rd Floor, Ali Towers, #55 Greams Road, Thousand Lights, Chennai 600 006 Ph.No. 91 44 28293333 Fax No. 9144 28290795

Website : www.apollohomecare.com, Email : reach@apollohomecare.com

CIN:- U85100TN2014PLC095340



- c) Unauthorized absence at work has an adverse impact on work deliverables. Absence for a continuous period of 3 days without prior approval from Reporting Manager during training (or) regular duty (or) overstay of leave will be treated as abandonment of services and will attract disciplinary action as per company norms. In such event your employment shall be deemed to end with/ without any notice.

5) NOTICE PERIOD & TERMINATION:

- a) If at any time in our opinion, you are found non-performer or found guilty of misconduct, negligence in the discharge of duties, irregular in attendance, theft or refusal of transfer, disobedience of the orders of superiors, commit any breach of the terms of your employment or of any of the stipulations herein contained or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- b) In the event of your resignation, you will mandatorily serve **15 days** notice period (or) notice pay at Basic salary in lieu thereof. However, payment option request against Notice Period will be at the discretion of Management only.
- c) The company reserves right to terminate your services without citing any reasons by giving you notice as per the notice period norms in writing or pay lieu of the same.
- d) This appointment shall automatically cease on completion of the aforesaid mentioned tenure and shall be extendable only upon mutual consent.

6) NON DISCLOSURE & SECRECY:

- a) Employees of the Company should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding the Company's operations or that of any of its clients. Every employee is authorized to disclose or provide the necessary information pertaining to a particular client only to the concerned official representing the said client.
- b) No documents or stationery or any other matter should be handed over to any person without the specific written approval of the Management. All documents handed over personally would be entered in the dispatch register prior to handling over the same.

7) MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a) You are being declared and remaining medically fit by a Medical Officer by a Doctor specified by the company. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service, in case you are found medically unfit to continue with the job you will lose your lien on the job.
- b) Company may conduct background verification at any time during your employment.
- c) In case particulars mentioned in your application and other documents are found false or unsatisfactory your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

9) GENERAL:

Employees may please note that their behaviour towards any member of the public that they come across should be courteous. The Management reserves the right to take appropriate disciplinary action against any employee who has been found to have misbehaved with any member of the public or other individual.

Apollo Home Healthcare Limited

Corp. Off : #8-2-293/82/L/253-A, Plot No. 253/A, Road No.12, Venkateswara Colony, Banjara Hills, Hyderabad-500 034. Ph 040-2360 6006
Regd. Off : 03rd Floor, Ali Towers, #55 Greams Road, Thousand Lights, Chennai 600 006 Ph.No. 91 44 28293333 Fax No. 9144 28290795

Website : www.apollohomecare.com, Email : reach@apollohomecare.com

CIN:- U85100TN2014PLC095340



**APOLLO
HOMECARE**
We are your family

- a) The company will deduct Taxes as appropriate and consistent with the Indian Tax regulations. You will be responsible for your Tax liabilities under all applicable Tax Laws and Regulations.
- b) You may be required to undertake travel on Company's work as and when required. In case of travel on Company business, you are entitled to such travel expenses / allowance as may be in force from time to time.
- c) In case of any change in your residential address during the pendency of your employment with the Company, it shall be your duty to intimate the same to the Company in writing within three days from the date of change of address. All communications mailed to you by the Company to the last address given by you shall be deemed to have been received by you.
- d) Upon termination / resignation from your employment, you will return to the Company all papers / documents and / or other properties, which may be in your possession at that time relating to the Company and will ensure not to retain any copies of extracts.
- e) You will also not solicit business (or) have any business dealing with any of the **APOLLO HOME HEALTH CARE LTD.** Clients for the period of one year after leaving the services of the company.
- f) For one year after you leave **APOLLO HOME HEALTH CARE LTD.**, you will not hire (or) induce any **APOLLO HOME HEALTH CARE LTD.** employee to work for competitors, which is operating in the region where **APOLLO HOME HEALTH CARE LTD.**, does business.
- g) You are required to submit the following documents on your date of joining.
 - a) Educational Qualification Certificates
 - b) Latest 4 passport size photograph
 - c) 2 photocopies of ID proof, Address Proof, Pan Card/ Passport.
- h) **JURISDICTION:** For all legal matters of this Appointment Letter, the jurisdiction would be Hyderabad.

This Letter of Appointment supersedes all other appointment / agreement / offer letters, if any, given earlier. Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

On behalf of Apollo Home Healthcare family, we welcome you on aboard.

Yours faithfully,

For **APOLLO HOME HEALTH CARE LTD.**

Leena
Leena Siddharth Jadhav
Head - HR

Acceptance

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

Name :

S. Saggi Mary

Signature:

Saggi Mary

Date

02/06/20

Apollo Home Healthcare Limited

Corp. Off : #8-2-293/82/U/253-A, Plot No. 253/A, Road No.12, Venkateswara Colony, Banjara Hills, Hyderabad-500 034. Ph 040-2360 6000

Regd. Off : 03rd Floor, Ali Towers, #55 Greams Road, Thousand Lights, Chennai 600 006 Ph No. 91 44 28293333 Fax No. 9144 28290799

Website : www.apollohomecare.com, Email : reach@apollohomecare.com

CIN:- U85100TN2014PLC095340



**APOLLO
HOMECARE**
-We are your family-

Date: 14th June, 2022.

Ref. Code: Corporate-Hyderabad/ 2022-2023/ 046

To,
Ms. Sagai Mary,
8/2/603 C 73, Road No-10, Sigadi Basti,
Banjara Hills, Khairtabad, Hyderabad,
Telangana-500034.

Subject: Fixed Term Appointment Letter

Dear Sagai Mary,

Congratulations & Welcome

This is with reference to your
interview/ discussions
"Home Healthcare H

ion in our organization and subsequent
point you as "Homecare Integrator"
d conditions indicated below.

- 1) **APPOINTMENT**
Your Appointment
04th May, 2023.

th effective from 04th May, 2022 to

- 2) **PLACE OF POST**
 - a) Your place of po
 - b) However, the M

assignn...nt/department/
ecess...e discretion from
facilities will not be

- 3) **REMUNERATION:**
You will receive an a
Income tax act rules o

- 4) **DUTIES / RESPONSIBILITIES:**
 - a) You will apply yourself diligently
time to time and will conform
 - b) You will have the responsibility
of responsibility that ma...
Company that every emp...
responsibility and is acc...
c) Company personnel an...
other employment or...
The Management m...
honorary positions/off...
basis.

- 5) **SERVICE RULES:**

- a) You will be covered by...
Discipline and Administrative orders and...
may come in force from time to time
- b) You will be eligible for leaves as per... company policy.



Apollo Home Healthcare Limited

Ref No: 22861932
23-Sep-2022



Pooja Suresh

Dear **Pooja**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 210,002**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **27-Sep-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited ("Cognizant")**,



Shibu Balakrishnan

AVP – HR

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

Signature:

Date:

Compensation and Benefits

Name: Pooja Suresh **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1382.142857	16,586
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4574	54,888
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	444	5,328
	Annual Gross Compensation		210,002
	Annual Total Compensation		210,002
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		229,502

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

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI

Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout."

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

Note:

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 23-Sep-2022 between:

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

AND

Pooja Suresh, ____ (Age) ,residing at _____

(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

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

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

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

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

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

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

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

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

19. General

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


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

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

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

Cognizant Technology Solutions India Private Limited

Pooja Suresh



Shibu Balakrishnan
AVP – HR

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

Signature:

Date:



HDFC Bank Limited
HDFC Bank House,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai - 400 013.

Personal & Confidential

June 20, 2022

100421

Bestha Goddu Alekhya

Hyderabad

Dear Bestha Goddu,

Further to the interview and discussion you had with us, we are pleased to offer you the position of **CUSTOMER CARE EXECUTIVE** in HDFC Bank subject to the following terms and conditions:

Compensation:

Your annual compensation package will be as set out below:

Base salary	: Rs. 78,420/- p.a.
Allowance	: Rs. 1,16,400/- p.a.
Medical	: Rs. 15,000/- p.a.
Conveyance	: Rs. 19,200/- p.a.
Lunch Allowance	: Rs. 10,920/- p.a.
Provident Fund	: You will be covered under the Provident Fund Act. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

Training Period:

The duration of your training will be for a period of twelve months from the date of joining. It is at the sole discretion of the Management to extend the period of training or modify/alter the terms of this contract on the basis of your performance, suitability and/or for any other reason/s whatsoever, on such terms and conditions as determined by the Bank.

Location:

Your initial place of posting will be **Hyderabad**. Your final place of posting will be intimated to you subsequently. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

Termination of Contract:

This contract can be terminated by the Bank or by you at the discretion of the management, either by giving one month's notice in writing or one month's emoluments in lieu of notice.

December 18, 2021

Dear L.N.Udaya Sree . ,
Resume Number - 23380347

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

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

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/- (*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as 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.

Kindly note this letter of intent shall be followed by a letter of appointment from us

Please confirm your interest to receive

12:00 U

VoLTE 4G 85%



M MARIMUTHU Aug 11

to me, deepanshi.goyal ▾



Dear Patlolla Nishitha,

Congratulations! We are pleased to offer you the position of Associate at Wipro and we've released your offer letter.

Please visit iCIMS via the following link to review and accept your offer letter: <https://offer-wipro.icims.com/jobs/login?loginOnly=1&redirect=&hashed=-625979989> as well as the Offer Acknowledgment form [Click to Complete](#)

Looking forward to meeting you soon!

Warm Regards,
Team Wipro

We are an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law.

Wipro does not charge any fee at any stage of the recruitment process and has not authorised agencies/partners to collect any fee for recruitment. If you encounter any suspicious email, advertisements or persons who offer jobs at Wipro, please do let us know by contacting us on helpdesk.recruitment@wipro.com

© Wipro Limited, Doddakannelli, Sarjapur Road





Bhavani Yerrolla
Asha Kadhuluri

25 Jul



Holiday List 2022.pdf
PDF - 422 KB



MicroNsure H
PDF - 1.1 MB

📎 2 attachments (1.5 MB)



Dear Asha,

Welcome to MicroNsure — we are excited to have you aboard and look forward to working with you. As part of our team, you would be entitled to the following employee benefits -

- Mediclaim of Rs. 5 lakh for you
- Personal accident insurance of Rs. 10 lakh

Your Employee ID is 100080

Attached is a copy of the HR policies of the organization and the list of holidays for your

↩️ ∨ Reply

**Tech Mahindra Limited**

Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai
400 001

Ref: 923922/2123592/Permt

Date: 26th July, 2022

Kusum Mandal
6-4-105/A Saibaba Nagar, Rajendranagar
K.V. Rangareddy, Telangana - 500077
Phone No: 9014458063

Subject - Offer of Appointment

Dear Kusum Mandal,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Customer Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cash Compensation" will be **Rs. 200306 (Rupees Two Lakhs Three Hundred And Six Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
3. Your remuneration package is strictly confidential between you and here after, referred as The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
4. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
5. You are required to join on **26th July, 2022** at the below mentioned location. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
6. On the date of joining, you are requested to report to **Naresh Kumar G at 12:00 PM** to complete the joining formalities at **Tech Mahindra Limited, SEZ Block, Unit V, Bahadurpally, Hyderabad - 500043**. At the time of joining, you are expected to carry originals of the documents as per **Annexure - D** and submit the copies of the same to the HR Team.
7. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
8. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Naresh Kumar G** latest by **26th July, 2022**.

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**Tech Mahindra Limited**

Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081, India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011
techmahindra.com

Registered Office:
Gateway Building, Apollo Bunder Mumbai
400 001

9. For any clarification / further Information on-
 - Employment terms and conditions, please get in touch with **Offers Team** (E-Mail: **PS00551100@TechMahindra.com**)

For Tech Mahindra Limited



Ref No: 23077196
12-Oct-2022



Shivani Jhadav

Dear **Shivani**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Process Executive - Voice** with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). Your place of posting will be **Hyderabad**.

Your annual total compensation will be **INR 210,002**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **14-Oct-2022**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"),



Shibu Balakrishnan

AVP – HR

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

Signature:

Date:

Compensation and Benefits

Name: Shivani Jhadav **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1382.142857	16,586
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4574	54,888
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	444	5,328
	Annual Gross Compensation		210,002
	Annual Total Compensation		210,002
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		229,502

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

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the India Leave Policy.

Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI

Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "House Rent Allowance," will be considered. This does not include payments made through "Special Payout."

Determination of PF wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

*** Flexible Benefit Plan:**

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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

#* Advance Statutory Bonus is in line with the provisions of the Payment of Bonus Act

Note:

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 12-Oct-2022 between:

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

AND

Shivani Jhadav, ____ (Age) ,residing at _____

(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party."

RECITAL:

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

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

1. Duties and Responsibilities

a) You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honor and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.

b) Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.

c) You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a) During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties (with which the Company has any dealings), which are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b) Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such a breach. The obligations imposed upon you under this clause 4 will survive even after cessation of your employment with the Company.
- c) You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d) You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e) You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, suppliers or any third parties.
- f) You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g) The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

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

6. Work Schedule

a) The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be communicated to you.

b) The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in accordance with any applicable laws currently in place. Any changes to be made to the above work timing or days shall be made by the Company at its sole discretion and notified to you in advance.

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

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period.

You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from employment with the Company, the Company may at its sole discretion allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

Clauses 4, 5, 9 and 11 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited

Shivani Jhadav



Shibu Balakrishnan
AVP – HR

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

Signature:

Date:



Date: 24th September 2022,

Simran Begum,

H/No: 10-5-391/59/4,
Syed Nagar-2,
Firstlancer,
Hyderabad,
Telangana.
8297140650
Simranshaik190@yahoo.com

Ref: HR/OL/August 2022

Sub: Offer of Employment

Dear Simran Begum,

Thank you for participating in an interview for employment with us. We are pleased to offer you an employment with Talent Logic Info Services Pvt Ltd for the position of **Research Analyst** based at our Corporate Office located at Suite # 401 & 402, "Golden Edifice", Khairatabad, Hyderabad – 500004.

Therefore, you are requested to report to Jack Vora, VP Recruiting & Training **on or before Monday, 26th October 2022 at 7:30 PM IST** along with your Joining Check-List documents. In case if you have not joined, as per the specified date of joining, this offer stands cancelled unless otherwise extended in writing by the undersigned.

The agreed upon gross monthly compensation is Rupees **25,000/- (Twenty Five Thousand Rupees Only)**. This offer has been made based on the information furnished by you at the time of interview. However, if there is any discrepancy in the documents/certificates furnished by you, we may have the option of withdrawing this offer made to you. Also, this offer is subject to a positive outcome of the professional reference checks.

You will be governed by the rules and regulations of the company applicable to you, from time to time. On your joining you will be issued an appointment letter with detailed terms of service. You are requested to submit the documents as per the **Annexure-Joining Check-List** at the time of joining.

Acceptance: If you agree to accept this Offer of Employment, then please indicate your acceptance of the same by signing this letter, in duplicate, in the appropriate space and return the executed letter to my attention. Also, by signing this letter, you indicate your acceptance of the offered job.

We are looking forward for your association in building your career and achieve our organizational goals.

Sincerely,

Jack Vora, VP Recruiting & Training

AGREED AND ACCEPTED

By: _____

Simran Begum,

Date: 26th September 2022

Strictly Private and Confidential

Date: 02 July 2021

To,
Sneha Katta
Hyderabad

Dear Sneha Katta,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC** Family.

You would be designated as **Researcher**. Your employment start date is **05-Jul-2021**. Your annual emoluments will be **Rs.185195 (Rupees One Lakh Eighty Five Thousand One Hundred Ninety Five Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

1. **Working Hours:-**

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

5. **Leaves :-**

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

6. **Performance Appraisals :-**

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

7. **Probation and Notice Period:-** (depending on designation)

Employees at the level of **Researcher** will be on probation for a period of six months. During this time the notice period will be **Fifteen** days or salary in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof as agreed and if approved by Director.

8. Provident Fund:-

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

9. Medical Scheme:-

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

10. Gratuity:-

Applicable as per the Government Regulation.

11. Income Tax:-

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

12. Customary Bonus:-

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date

Annexure "A"

Date: 02 July 2021

Name: Sneha Katta

Designation: Researcher

Compensation details with effect from **05-Jul-21** are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	108000	9000	Base Pay
HRA	43200	3600	House Rent Allowance (Tax exempted as per prevailing IT Act)
Provident Fund contribution 12%	13307	1109	Employer contribution towards Provident fund will be made on both Basic and Special allowance with an upper ceiling limit of INR 15000.
Customary Bonus*	12600	1050	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance	2893	241	
Gross Compensation	180000	15000	
Gratuity @ 4.81% on Base Salary	5195	433	Paid as per Gratuity Act.
TOTAL CTC	185195	15433	Cost to Company

* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

Yours sincerely

Praveen Kumar Chanda
Head - Human Resources, APAC

Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

Candidate's Signature

Date:

Place:

Ref No: iGTB/22-23/16562

Date: 01 Dec 2022

Alluri Sushma Raju15-3-19B/1 , Babuji Nagar Near Park,
West Godavari District, Kovvur –534350, Andhra Pradesh, India**Sub: Your Offer of Employment in Intellect**Dear **Alluri Sushma Raju**,

Thank you for the time you invested in exploring career opportunity with Intellect. Our leaders have found the dialogue with you meaningful and your capabilities aligned to the organization requirement and have hence chosen to invite you to be part of the Intellect family! Congratulations!!!

We believe that the prosperity of an organization is defined by the power of thought, of both individuals and teams and therein we put 'Design Thinking' at the core of everything we do. This maximizes our chances of getting to a state of mind that is 'Fulfillment'; as we create opportunities for ourselves to contribute to our fullest capacity with the freedom to think and act differently. This, in turn is possible with us having the feeling of belongingness. Hence, for us, all employees are associates and you are set to become one of our fellow associates.

This invitation to you is to join us as **Project Engineer in Grade T110**. Your base location shall be **Chennai. V.Venkatesh** and team are looking forward to welcoming you on your date of joining. We would love for you to join the team on or before **05-Dec-2022** and you may let us know of your consent and preferred date of joining on or before **05-Dec-2022**.

Your gross compensation shall be **INR 5,00,000 per annum**. The details of the same are as in Annexure-A of this Offer of Employment. The organization is confident of its ability in hiring some of the best talent in the industry and you are one such talent.

When all of us come together as associates of this organization placing the interests of us humans above everything else, it is important that we have the ecosystem of policies and practices that enable us to exercise our rights freely. This is possible with everyone in the organization respecting each other as individuals, playing their part in protecting and nourishing the collective work culture. Towards this, we have set some boundaries / norms / rules for ourselves as associates of the organization and shall abide by the same in all circumstances. As we evolve, we do make changes to the rules governing ourselves to be aligned to the demands of the environment and associate needs. We will continue to abide by the changes as and when they are made. Given below are a brief on some of the key terms that govern us when we are in employment with the organization.

(Signature of Associate)



1. Employment Terms:

A. Service Rules: Your services in Intellect will be governed by the service rules and regulations, which are in force or which would be brought into force from time to time, as applicable to all Associates of the Company. Some of the service rules are enumerated below in this document. In addition to these, all Company policies and Associate related guidelines are made available on the intranet of the Company. Changes/amendments to these policies and guidelines are made taking into consideration Company's and associates' best interests from time to time. You are advised to go through these policies and adhere to them during your employment with the Company.

B. Full Time Work: Your position is a full time employment and you shall devote yourself exclusively to the business of the Company. You will not take up any other work – part time or otherwise – or work in advisory capacity or be interested directly or indirectly in any other trade or business without the prior written consent from the Company during your tenure of association with the company. The Company reserves the right to alter or allocate different responsibility to you from time to time depending on the business needs of the Company.

C. Code of Conduct: You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interest of the Company and will at no time do or say anything which compromises the Company's goal or reputation. If there is any breach of the same, or the terms and conditions laid down in code of conduct, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein.

D. Past Record: If any declaration given or information furnished by you to the Company proves to be false/forged or if you are found to have willfully suppressed any material information, you will be liable to be removed from services without any notice or compensation whatsoever.

E. Responsibilities: You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the Company from time to time. Your performance in the assigned role will be periodically reviewed and the feedback will be shared with you. In the event of your performance not measuring up to the expectations of your supervisor, the Company reserves the right to take suitable recourse up to and including termination of your services.

F. Confidentiality: You are expected to maintain utmost secrecy in regard to affairs of Intellect and shall keep any information of Intellect, whether written or oral, confidential. Please note that the terms and conditions of your services with Intellect shall be treated as strictly confidential and you are expected not to divulge its contents to any associate of the Company or any person connected with the Company. With respect to the confidentiality obligations undertaken, you shall sign a Non-Disclosure Agreement on joining of Intellect. If required by Intellect or its Clients, you will sign further confidentiality agreements or the like to further protect the interest of Intellect and/or its Clients. The confidentiality obligation will be perpetual in nature. Your service shall be terminated with immediate effect without any prior notice in the event of breach of confidentiality provision.



2. Leave Eligibility

You are entitled to Leave benefits during your employment with the Company. Annual eligibility of Earned leave will depend on the length of service of the Associate. For the first three years, the eligibility is 15 days of earned leave and 6 days of sick leave. Detailed terms and conditions relating to leave eligibility are provided under leave policy on the intranet and any changes made in the same shall be binding.

3. Working Hours

Intellect observes a 5-day work week with Saturdays and Sundays as weekly holidays. The office hours are from 08:30 am to 05:30 pm, with staggered lunch break of 30 minutes between 12:00 PM and 02:30 PM. Associates are expected to follow the client's working hours and holidays while on deputation to client's site in India/other countries. In the event an Associate fails to register attendance consecutively for 3 working days, without any prior notice to their immediate manager or concerned HR partner, the organization shall initiate appropriate disciplinary action against the Associate as per policy.

4. Transfer

Please note that Intellect has the right to transfer you to other locations of Intellect or to transfer you to work for its Group companies or for its Clients, at their respective locations, whether in India or abroad as per the business requirements.

5. Medical Fitness


You are required to continuously maintain yourself in a state of good medical fitness, both physical and mental so as to perform well and to discharge your assigned responsibilities adequately while in employment. If at any point in time, during your employment with the Company, you are found to be medically unfit for the job or the role assigned to you, then your services can be terminated as per the Company rules notwithstanding anything mentioned in this document or otherwise. You agree to submit yourself for any medical check-up at any time if called upon by Intellect or its clients when assigned to work at their premises.

6. Associate Representation

i. Your continued employment with the Company is solely based upon the representations and information furnished by you to the Company, including (but not limited to) your educational and professional qualifications, being true and accurate at all times.

ii. You shall submit any documents requested by the Company but pending your submission [on the day/within seven days] of joining. You further acknowledge and represent that the submitted documents shall be consistent with the information provided to the Company during the release of this Offer Letter.

iii. If, at any point in time, your representation regarding your qualifications and/or experience is found to be incorrect and/or false and/or fraudulent and/or forged, the Company shall, WITHOUT PREJUDICE TO ITS ANY OTHER RIGHTS terminate your Services with immediate effect and without notice; without incurring any liability whatsoever thereof for the Company. Notwithstanding anything contained herein, you shall indemnify and hold the Company harmless from all cost, losses, damages and liabilities that may have been caused to the Company due to such incorrect and/or false and/or fraudulent and/or forged representation and the company shall be entitled to seek specific performance or other



injunctive or equitable relief as a remedy apart from claiming indemnity from you, without limitation. Company shall also claim liquidated damages amounting to Rs.500,000/- (Rupees Five Lakhs only).

iv. A negative outcome of any candidate reference and background verification undertaken by the Company may result in the termination of your employment with the Company. In such a case, you will not be entitled to the period of notice, or pay in lieu of notice, set forth in Section [●] of this Offer Letter."

7. Notice Period & Termination

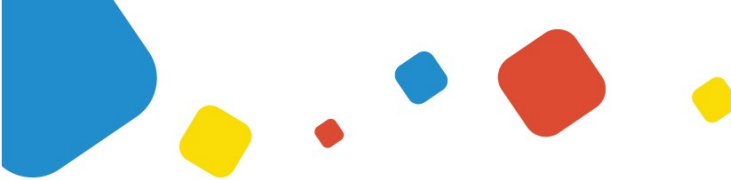

- a. Your employment may be terminated by either party upon giving 90 days notice or 90 days salary in lieu of notice period (Whereas salary in lieu of notice period as an option can be exercised by the employee only upon approval from the Management). "Salary" for the purpose of notice period will mean "Annualised Monthly Components" as given in the compensation break up sheet in this 'offer of employment' or subsequent revision letters. Notwithstanding anything contained herein, the Company shall have the right of immediate termination of your services without giving you 90 days notice period or 90 days salary in lieu of notice period, if it is found, at any time, that you have been, or are convicted by a Court of Law or penal proceedings are initiated or pending against you before any Court of Law i) for offence(s) involving moral turpitude and/or ii) offence(s) of non-cognizable nature and/or iii) for an offence(s) which the Company considers that the same may be prejudicial to the interests of it and its reputation thereof and iv) any proven misconduct.
- b. You are required to sign a training agreement with the Company to remain employed with the Company for a minimum period of two (2) years from the date of joining, which agreement will include you paying a sum of Rs. 1.5 lakh in lieu of any breach of obligations set forth therein.

8. Intellectual Property Rights

You acknowledge and represent that the Intellectual Property Rights (IPR) in all the work(s) done by you during the time of your employment or contract or assignment in any manner with Intellect or its Clients will be deemed as work done for hire and it belongs to Intellect perpetually and without any claim from you. IPR would mean rights in software, systems, documentations, designs, tools, inventions, patents, utility models, trademarks, knowhow, designs, drawings, specifications, reports, copyrights, source code, flowcharts, algorithms, moral rights, database rights, semiconductor topography rights, etc. (whether or not, in each case, the right is registered and including applications for, and any right to apply for, such registrations) and all rights or forms of protection of a similar nature or having similar or equivalent effect to any of these which may subsist anywhere in the world, together with all renewals and extensions to such rights. As and when requested by Intellect, you shall sign all such documents and instruments including any actions that is required to effect the purpose of assignment of IPR to Intellect during your tenure with Intellect or otherwise.

9. Non-solicitation of Customer(s)

You shall not during the term of your employment with the Company and a period of 1 year thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly:

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- i. Assist, aid, induce, facilitate or cause any customer or client of the Company who is an existing client or customer of the Company or who had been a customer or client or who becomes customer or client of the Company during your term of employment with the Company, to cease, terminate, discontinue either any part or whole of its business with the Company;
 - ii. Solicit the business of any current or future client, customer or licensee of the Company either for yourself or for any other organization.

10. Restriction on Joining a Customer

You agree that for a period of one (1) year following the termination of your employment with Intellect for any reason, you will not: (a) accept any offer of employment from any customer of Intellect, where you had worked in a professional capacity with that customer in the one (1) year immediately preceding the termination of your employment with Intellect; (b) undertake a project or provide services to any such customer, either directly as an employee of the customer or as independent contractor or through any other company or agency, where you had worked in a professional capacity in the one (1) year immediately preceding the termination of your employment from Intellect. You further agree to undertake that you will disclose information on the existence of conditions mentioned in this clause to the company or agency where you would seek employment or get employed within the period of one (1) year following your termination of your employment with Intellect for any reason.

11. Non-Solicitation

You shall not during the term of your employment with the Company and any time thereafter, without the Company's express written consent, either on your behalf or on behalf of another, directly or indirectly abet, induce, facilitate, contact or deal with the employee(s) of the Company or its associated entities for the purpose of making such employee(s) leave the Company and/or hiring them either for yourself or for any other organization, entities, etc.

12. ISMS

You shall read and understand the information security training material(s) of Intellect and complete the ISMS Certification within one month of your joining Intellect, failing which appropriate disciplinary action as per Intellect policies may be initiated against you, including withholding of your salary till such period you complete the ISMS Certification.

13. Superannuation (Retirement)

You will retire in the normal course from the services of the company on attaining the age of superannuation, which would be the end of the month following your 60th birthday.

We wish you all the very best and look forward to a long and mutually beneficial association.

Kindly confirm your acceptance of the above conditions by signing and returning the duplicate copy of this letter.

Yours sincerely,
for **Intellect Design Arena Ltd.**,



PADMINI SHARATHKUMAR
CHIEF TALENT OFFICER



I have carefully read and understood the above offer terms including the terms contained in Annexure I and agree that the provisions of this letter and the Annexure I are reasonable and necessary, and accept the same irrevocably and unconditionally. I agree to update myself of all company policies and associate related guidelines available on the Company intranet and adhere to them during my tenure of employment with the Company.

Signature :

Name :

Date :



Annexure -A - Compensation Structure Break Up

Components	Per Annum Amount in INR
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A. Annualised Monthly Components

Basic	1,80,000
House Rent Allowance	90,000
Advance against Statutory Bonus	16,800
Special Allowance	1,42,942
Total (A)	4,29,742

B. Retiral Benefits

Provident Fund	21,600
Gratuity	8,658
Superannuation	
Total(B)	30,258
Fixed Component (A+B)	4,60,000

C. Variable Pay

Individual Performance Based Pay	27,600
Team & Orgn Performance Based Pay	6,900
Annual Performance Driven Pay (C)*	34,500

D. Other Benefits

Medical & Accident Insurance	5,500
Benefits (D)	5,500

Total A + B + C + D	500000
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Provident Fund: Employer contribution as per provisions of the Provident Fund Act

Gratuity: The eligibility and payout shall be as per the Provisions of the Payment of Gratuity Act

Superannuation is an optional Retirement Benefit. Associate may choose to contribute 5% of Basic Salary. Please refer to Superannuation policy for more specific details in the associate induction handbook for more specific details.

Variable Pay / Annual Performance Driven Pay (APDP) is linked to performance against targets that are set and agreed with your supervisor and payout is as per the tenets of the Variable Pay Program. The earning potential can extend up to 130% of the eligible amount. Associates on the rolls of the organization on the day of disbursement will be eligible for the same.

Medical Insurance Premium amount shown in the above table is nominal only. The organization is currently investing close to INR 10,000/- p.a for your medical insurance. The amount insured for you and your family is INR 3 lakhs per annum.



LIST OF DOCUMENTS TO BE SUBMITTED ON DATE OF JOINING

At the time of joining, you are requested to bring the below mentioned documents in **original**, with a copy of each.

- 1. Your relieving order from your immediate previous employer**
- 2. Experience/Service letter** from all your previous employers in the past 5 years
- 3. Three passport size photographs with red background**
- 4. Copy of educational certificate of your highest educational qualification**
- 5. Aadhar Card Number and Pan Card number**
- 6. Copy of Passport – first and last page (if Passport is available)**
- 7. In case of transfer of PF, PF Slip from the previous employer. This will be attached with PF transfer Form (Form 13-Revised) issued to you on your date of joining Intellect. In the absence of a PF slip, please furnish the complete address of the Provident Fund Commissioner Office /Trust where the PF account is maintained by the previous employer(s).**