



Development Centre  
(India) Private Limited

LETTER OF INTENT

Date: 09/JAN/2019

Name: P. VASUDHA

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** on a **Fixed Term Employment** for term less than 12 months at **Hyderabad** facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 204,750/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.





**Development Centre  
(India) Private Limited**

You are hereby notified that you are not employed in the absence of your accepting the Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein as the same is merely indicative.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

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

For any queries, please feel free to call us on 7799882820.

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

Vaibava Kamalasanan  
Sr Manager, Recruitment

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Dear Srikanth,

Thank you for taking the time to attend the interview. We are pleased to inform you that you have been selected for the role of Business Development Executive.

- Your starting compensation will be Rs. 20,000/- per month (Net take-home-pay) from the time of joining.
- In addition to this compensation there will be incentives based on the number of active clients you activate in the app. Active clients are those who enroll at least 10 students who pay for the app.
  - Your Probation Period will be for 3 months post which you we will revise your salary based on your performance.

Please note that during probation period your compensation will be a stipend. PF, Professional Tax and other components will get added to your CTC post completion of the probation period provided your performance entitles you to continued employment with us.

Feel free to call us in case you need any clarifications.

Best Regards,

**Serial Experiments** HR Team

*Disclaimer: The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message and its attachments with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion.*







ADP Private Limited  
 Head Office: 6-3109/KM Postings 9/81 Bhavan Road, Hyderabad-500087  
 Phone: +91 40 6757 0000  
 adp.com

Ms. Marri Reddy  
 Flat No. 304, Tara Homes,  
 Redda Amberpet,  
 Hyderabad-501505

Dear Marri:

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below:

**Position:** Process Associate

**Grade:** G1 L1

**Date of Joining:** On or Before 12<sup>th</sup> August, 2019

**Compensation:** Gross Compensation of Rs.2,25,000/- (Rupees Two Lakhs Twenty Five Thousand Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP. (Details are attached)

Dear Marri Reddy,

**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 per ADP's policy & your employment with the Company is terminable by serving a notice of fifteen days on either side. On successful completion of probation period, the notice period would be of sixty 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 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, conducts business.

**Grade:**

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

**Compensation:** Gross Compensation of Rs.2,25,000/- (Rupees Two Lakhs Twenty Five Thousand Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP. (Details are attached)

Sincerely,

Yipu Singh

Vice President & Head HR

Accepted

M. Reddy

Marri Reddy

**Place of work:** 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, conducts business.

Page 1 of 5

ADP Private Limited, P. Building No.3, SP Infacity/Phursungi, Pune-Saswad Road, Pune - 412308, Ph: +91 20 6757 5444. All are strictly confidential and should not be shared with anyone. CIN: U72200TG2015PTC101168

We wish you a long and successful career with ADP.

Accepted







ADP Private Limited  
Regd. Office: 6-3-10911/G/1, Fortune 9, Raj Bhavan Road, Hyderabad - 500082  
Phone: +91 406 757 0000  
adp.com

Ms. Kethireddy Tejashvi,  
Flat No-304, H.No.8-30/S/45/2, Salliwik Residency,  
Boduppal, New Hemanagar,  
Hyderabad 500092.

Dear Kethireddy Tejashvi,

Congratulations! Subsequent to the discussions we had with you recently, we are pleased to offer you an appointment in our organization. Please find the details below.

**Position:** Process Associate

**Grade:** G1 L1

**Date of Joining:** On or Before 12 August, 2019


**Compensation:** Gross Compensation of Rs.2,25,000/- (Rupees Two Lakhs Twenty Five Thousand Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP. (Details are attached)

**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 per ADP's policy & your employment with the Company is terminable by serving a notice of fifteen days on either side. On successful completion of probation period, the notice period would be of sixty 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 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, conducts business.

**Note:** Please find the details of the terms & 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  
Vice President & Head HR

**Place of work:**

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, conducts business.

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

Building No. 3, SP Infocity, Phursungi, Pune-Saswad Road, Pune - 412308, Ph: +91 20 6757 5444  
CIN: U72200TG2015PTC101168

Accepted

K. Tejashvi

Kethireddy Tejashvi

Page 1 of 1



# **Details of Compensation**

Name: Kethireddy Tejaashvi  
Position: Process Associate  
Grade: B1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	4,800	56,280
• House Rent Allowance (40% of Basic Salary)	1,876	22,512
• Flexible Benefits**	2,207	26,484
• Special Allowance	4,342	52,104
B. Bonus (20% of Basic Salary paid monthly)	938	11,256
C. Standard Benefits		
• Provident Fund***	1,346	16,152
• Gratuity	226	2,712
Gross Compensation (A+B+C)	15,625	1,87,500

Variable Performance Incentive (VPI)* (will range from 0% to 175% based on performance)	0%	100%	175%
	0	22,500	39,375
EOC Allowance		15,000	
Total CTC (Gross + VPI + EOC Allowance)**		2,25,000	

\* House Rent Allowance (40% of Basic Salary)  
Indian Rupees  
\*\* Flexible Benefits include Leave Travel Allowance and Child 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

Gross Compensation (A+B+C)

Variable Performance Incentive (VPI)* (will range from 0% to 175% based on performance)	0%	100%	175%
	0	22,500	39,375
EOC Allowance		15,000	
Total CTC (Gross + VPI + EOC Allowance)**		2,25,000	

Kethireddy Tejaashvi  
Page 2 of 5

Building No. 3, SP Infocity, Phursungi, Pune-Saswad Road, Pune - 412308, Ph: +91 20 6757 5444  
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## 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:** 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.

**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:** 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.

Head Office Building No-3, SP Infocity, Phursungi, Pune Saswad Road, Pune- 412308, Ph: +91 20 6757 5444

CIN: U72200TG2015PTC101168



### 9. Health Insurance

You and your dependents will be covered as per the existing Mediclaim 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 and ADP, which 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 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. 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

Background checks (Address, Criminal, Education, Employment, Reference checks or any other checks as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Criminal, Education & Employment from the time the associate turned 18 till present along with Address details where the associate has resided in the past 10 years) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

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 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. 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

Background checks (Address, Criminal, Education, Employment, Reference checks or any other checks as required by the organization from time to time) are conducted for all associates. Additionally, Advanced Background Checks (Criminal, Education & Employment from the time the associate turned 18 till present along with Address details where the associate has resided in the past 10 years) may be conducted for associates depending on the organization policy / business need. If the information provided by you is misrepresented, the organization would take appropriate action leading up to termination of employment.

Kethreddy Tejashvi  
Page 4 of 6



## 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 [Hyderabad\\_Admin\\_Team@ADP.com](mailto:Hyderabad_Admin_Team@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 Rs. 20,000. If you are relocating with your family (dependant parents/in-laws, spouse & kids), if you are relocating without your family, you can claim up to Rs. 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.

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## 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 [Hyderabad\\_Admin\\_Team@ADP.com](mailto:Hyderabad_Admin_Team@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 Rs. 20,000. If you are relocating with your family (dependant parents/in-laws, spouse & kids), if you are relocating without your family, you can claim up to Rs. 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.





**genpact**

Transformation  
Happens Here

HIG004192-2406892

Date: August 20, 2019  
Dear: Rishikesh Pillai

**Sub: Letter of Intent**

**Congratulations!** You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate**.

You will be issued a letter of appointment upon meeting the pre requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

**Salient terms and conditions of your appointment with the Company are as follows.**

1. Your annual Cost to Company (CTC) will be **INR 228,000.00**. Variable component is additional and is paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **India>Hyderabad>Hyderabad Phoenix Towers IN - Office**. However; the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:

- Date of PHO :
- Date of Joining: **August 28, 2019**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Phoenix Towers IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Stellar 135 Building, Plot No 5 and 6, Sec-135, Noida, 201301, U.P. ,7th Floor, On-boarding Room , Noida
HYD	10:00	Genpact, Security In Gate no 3, 14-45,IDA,opp NGRI, Habsiguda,Uppal,Hyd-500009
JPR	9:30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact, # 99, Surya Park, Electronic City, Bangalore 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. - IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata

**\*\*In order to experience a smooth Onboarding, please reach the venue on time**

5. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this letter of Intent.

7. The Company operates 7 days a week, 24 hours a day. You will be expected to attend office - as assigned to you by your supervisor in compliance with laws in force. As a Fulltime employee, you will be eligible for 2 weekly offs

Genpact India Private Limited  
(Formerly Known as Empower Research  
Knowledge Services Pvt. Ltd.)  
CIN: U73100DL2005PTC307363  
Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110053

**Genpact Proprietary  
Private & Confidential**

**Neetin Kumar Rao**

Dear **Neetin Kumar Rao**,

**Sub: Appointment Letter**

We are pleased to offer you an appointment with **Genpact India Private Limited**. ("Company") as **Process Associate** under the following terms and conditions:

**TERMS AND CONDITIONS**

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be Gurgaon. 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 Associate or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
5. 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 supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.
7. You will be entitled to twenty-five working days leave per annum subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject and the relevant applicable laws.
8. You will be on probation for six months from the date of joining, which may be extended by the Company at its discretion. Your services at the end of the Probation period shall be treated as confirmed, unless specifically extended by the company in writing. During the probation period, either party may terminate this contract by giving 30 notice in writing in the manner referred to in clause 9 or payment of 30 salary in lieu thereof. If you chose not to serve the notice period, if applicable, the

5. 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 supervisors and as per applicable laws in force.

**Genpact India Private Limited**

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

Company. Accumulation / carry-forward of leave will be governed as per the existing Company policy on the subject and the relevant applicable laws. [www.genpact.com](http://www.genpact.com)

CIN: U73100DL2005PTC307363

Regd. Off.: Genpact India Private Limited 12A  
(Ground Floor) Prakash Deep Building 7 Tolstoy  
Marg New Delhi-110001





Development Centre  
(India) Private Limited

**LETTER OF INTENT**

Date: 09 Jan 18

Name: Ayeda Aeliya Fatima Nagvi

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 204,750/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.







Development Centre  
(India) Private Limited

**LETTER OF INTENT**

Date: 09 Jan 19

Name: T. Bharadwaj

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** on a **Fixed Term Employment** for term less than 12 months at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period and the same is accepted by you. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 204750/- per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per the Company's policies.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card



Scanned with OKEN Scanner





**LETTER OF INTENT**

**Date: 5/4/2019**

**Name: Rayell Sai Santhosh**

**Dear**

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* on a Fixed Term Employment for term less than 12 months at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. 226013 per annum. The same may be revised at the time of the Issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

**Taurus 2 Building, Sy.No. 42/2 and 42/3 of Doddanekundi Village,  
Krishnarajapuram Hobli, Bangalore South Taluk, Presently forming part of Municipal No. 2870,  
Doddanekundi Village, Municipal Ward No. 85, Bangalore, Karnataka 560 037**

**www.amazon.com**

**CIN NO: U72200KA2004FTC034233**



#### Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Withdrewn

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

**Girish V. Nandimath**  
Global Head Talent Acquisition & AIP

We look forward to having you in our global team



Click here or use a QR code scanner from your mobile to validate the offer letter

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

For TATA Consultancy Services Limited

Girish V. Nandimath

Global Head Talent Acquisition & AIP

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

TCS Confidential  
TCSL/DT20207148077

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

TCS Career Centre: 1800 200 2113 Email: careers@tcs.com

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# GROSS SALARY SHEET

Annexure 1

Name	Abhishek Solanki Bhakodia
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
<b>2) Performance Pay</b>		
Monthly Performance Pay	1,500	18,000
<b>3) Annual Components/Retirals</b>		
Health Insurance***	NA	4,000
Provident Fund	954	11,448
Gratuity	382	4,589
ESI Contribution##		5,379
Total of Annual Components & Retirals	1,336	20,037
<b>TOTAL GROSS</b>	<b>Mo 15,129</b>	<b>A 1,90,926</b>

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

##Contribution towards Employees' State Insurance borne by TCS.

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

Component Category	Monthly	Annual
House Rent Allowance	3,180	38,160
Leave Travel Assistance	663	7,950
Food Card	500	6,000
Personal Allowance	0	0
<b>GROSS BOUQUET OF BENEFITS</b>	<b>4,343</b>	<b>52,110</b>

TOTAL GROSS

TCS Confidential

TCSL/DT20207148077

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Personal Allowance



## Annexure 2

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

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## TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

TCS Confidential - 1000 200 3113 E-mail: [hr@tcs.com](mailto:hr@tcs.com)





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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TCSL/DT20207148077

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Arathi reddy			
Designation	Trainee Process Consultant		Location	
Grade	PC2	w.e.f - 01/01/2017	Monthly	Annual
Components	*A* FIXED			
Basic			6190	74280
House Rent Allowance			2476	29712
Shift Allowance			5000	60000
Skill Allowance			1810	21720
*A* Sub-total - Gross Pay			15476	185712
*B* RETIRAL BENEFITS				
Advance against Statutory Bonus			516	6190
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			743	8916
Gratuity (@ 4.61% of Basic Pay)			298	3576
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			760	9120
*B* Sub-total - Retiral benefits			2317	27804
Total Salary Cost (A + B)			17793	213516
*C* VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)			2000	24000
*C* Sub-total - Variable			2000	24000
Total Cost to Company (A + B + C)			19793	237520
*D* INSURANCE / OTHER BENEFITS				
Total Cost to Company (A + B + C + D)			19793	237520
Benefit / Scheme	Description		Value / PA	
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).		Rs. 24,000 pa**	
Subsidized Transport Service	An indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.		Rs. 24,000 pa**	
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family.		Rs. 6,02,000.00*	
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -		Rs. 6,00,000.00**	
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -		Rs. 1,00,000.00**	
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.		As applicable* p.m	
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.		As applicable*	
Advance against provisional minimum statutory bonus	Provided @ 0.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land		As applicable*	
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.		12% of Basic Pay* p.m	
Income Tax	Appropriate Income tax would be deducted in the payroll every month.		As applicable* p.m	
Professional Tax	If any as per the applicable rules in your state.		As applicable* p.m	
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	18,000	20,700	22,500

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Arathi reddy  
Date:

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

P1  
P2  
P3  
P4  
P5



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Avinaash andrews			
Designation	Trainee Process Consultant			
Grade	PC2	w.e.f. 01/01/2020	Location	Hyderabad
Components	*A* FIXED		Monthly	Annual
Basic			6190	74280
House Rent Allowance			2476	29712
Shift Allowance			5000	60000
Skill Allowance			1810	21720
*A* Sub-total- Gross Pay			15476	185712
*B* RETIRAL BENEFITS				
Advance against Statutory Bonus			516	6190
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			743	8916
Gratuity (@ 4.81% of Basic Pay)			298	3576
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			760	9120
*B* Sub-total- Retiral benefits			2317	27804
Total Salary Cost (A + B)			17793	213516
*C* VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)			2000	24000
*C* Sub-total- Variable			2000	24000
Total Cost to Company (A + B + C)			19793	237520
*D* INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A+B+C+D)*2			19793	237520
Benefit / Scheme	Description			Value / PA
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).			Rs. 24,000 pa**
Subsidized Transport Service	An indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility is available but no encashment is given if not availed.			Rs. 24,000 pa**
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employee's term, to his Nominee/Family.			Rs. 6,02,000.00*
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of-			Rs. 6,00,000.00**
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of-			Rs. 1,00,000.00**
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.			As applicable*p.m
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.			As applicable*
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land			12% of Basic Pay* p.m
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.			As applicable*p.m
Income Tax	Appropriate Income tax would be deducted in the payroll every month.			As applicable*p.m
Professional Tax	If any as per the applicable rules in your state.			As applicable*p.m

Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Avinaash andrews  
Date:

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

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	B. gayathri hima bindu			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - 01/	Monthly	Annual	
"A" FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
"A" Sub-total - Gross Pay		15476	185712	
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESI Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
"B" Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
"C" Sub-total- Variable		2000	24000	
Total Cost to Company (A + B + C)		19793	237520	
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)		19793	237520	
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).	Rs. 24,000 pa**		
Subsidized Transport Service	An indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 pa**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:	Rs. 6,02,000.00**		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of-	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of-	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable*pm		
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay pm		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable*pa		
Professional Tax	If any as per the applicable rules in your state.	As applicable*pa		
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	18,000	20,700	22,500

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

B. gayathri hima bindu  
Date:

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

Provident Fund

Income Tax

Professional Tax

Gratuity



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	B.s.c salomi			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f, DD	Monthly	Annual	
*A* FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
*A* Sub-total- Gross Pay		15476	185712	
*B* RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESI Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
*B* Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
*C* VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
*C* Sub-total- Variable		2000	24000	
Total Cost to Company (A + B + C)		19793	237520	
*D* INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)		19793	Hyderabad	237520
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).	Rs. 24,000 pa**		
Subsidized Transport Service	An Indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 pa**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family.	Rs. 6,02,000.00*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependant family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable*pm		
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay*pm		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable*pm		
Professional Tax	As per the applicable rules in your state.	As applicable*pm		
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

B.s.c salomi  
Date:

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

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ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Geetha.t			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	W.a.f - DOJ	Monthly	Annual	
*A* FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
*A* Sub-total - Gross Pay		15476	185712	
*B* RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
*B* Sub-total - Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
*C* VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
*C* Sub-total - Variable		2000	24000	
Total Cost to Company (A + B + C)		19793	237520	
*D* INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)		19793	Hyderabad	237520
Benefit / Scheme	Description		Value / PA	
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).		Rs. 24,000 p.a.**	
Subsidized Transport Service	An Indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.		Rs. 24,000 p.a.**	
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:		Rs. 6,02,000.00*	
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of-		Rs. 6,00,000.00**	
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of-		Rs. 1,00,000.00**	
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.		As applicable*p.m	
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.		As applicable*	
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land		As applicable*	
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.		12% of Basic Pay* p.m	
Income Tax	Appropriate Income tax would be deducted in the payroll every month.		As applicable*p.m	
Professional Tax	If any as per the applicable rules in your state.		As applicable*p.m	
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Geetha.t  
Date:

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



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Hemasri.m			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - DOJ	Monthly	Annual	
*A* FIXED				
Basic		6190	74280	
House Rent Allowance		2976	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
*A* Sub-total- Gross Pay		15476	185712	
*B* RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
*B* Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
*C* VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
*C* Sub-total- Variable		2000	24000	
Total Cost to Company (A + B + C)		19793	237520	
*D* INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)		19793	237520	
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).	Rs. 24,000 p.a**		
Subsidized Transport Service	An indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 p.a**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family.	Rs. 6,02,000.00*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable* p.m		
Gratuity	Is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act. or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay* p.m		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable* p.m		
Professional Tax	If any as per the applicable rules in your state.	As applicable* p.m		
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Hemasri.m  
Date:

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

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	John.b			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - DOJ	Monthly	Annual	
"A" FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
"A" Sub-total - Gross Pay		15476	185712	
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
"B" Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
"C" Sub-total- Variable	ANNEXURE II - SALARY & ALLOWANCES	2000	24000	
Total Cost to Company (A + B + C)	John.b	19793	237520	
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)	Location	19793	Hyderabad	237520
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).	Rs. 24,000 pa**		
Subsidized Transport Service	An Indicative cost of Rs.16,200/-Per annum towards transport subsidy is Incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 pa**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:	Rs. 6,02,000.00*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable*pm		
Gratuity	Is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay* pm		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable*pm		
Professional Tax	If any as per the applicable rules in your state.	As applicable*pm		
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. pa.)	0	24000	27600	30000

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

Sai Prasad Samudrala  
 Deputy Manager - Human Resources  
 Hinduja Global Solutions Limited

John.b  
 Date:

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



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Kharsha nandini			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - DOJ	Monthly	Annual	
"A" FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
"A" Sub-total - Gross Pay		15476	185712	
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contributions (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
"B" Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
"C" Sub-total- Variable		2000	24000	
Total Cost to Company (A + B + C)	Kharsha nandini	19793	237520	
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)		19793	raised	237520
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%)...	Rs. 24,000 p.a.**		
Subsidized Transport Service	An indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 p.a.**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family.	Rs. 6,02,000.00*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable*p.m		
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay* p.m		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable*p.m		
Professional Tax	If any as per the applicable rules in your state.	As applicable*p.m		
Process Target achievement Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
BI Eligible amount (Rs.p.a.)	0	24000	27600	30000

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Kharsha nandini  
Date:

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

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Process Target achievement

Income Tax

Process Target achievement

Process Target achievement

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	K.karunya sai			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - 01/	Monthly	Annual	
"A" FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
"A" Sub-total- Gross Pay		15476	185712	
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
"B" Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
"C" Sub-total- Variable		2000	24000	
Total Cost to Company (A + B + C)	K.karunya sai	19793	237520	
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)	PC2	19793	Hyderabad	237520
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).	Rs. 24,000 pa**		
Subsidized Transport Service	An Indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 pa**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:	Rs. 6,02,000.00*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable* p.m		
Gratuity	Is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay* p.m		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable* p.m		
Professional Tax	- If any as per the applicable rules in your state.	As applicable* p.m		
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
	0	24000	27600	30000

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

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

Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

K.karunya sai  
Date:

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



ANNEXURE II - SALARY & ALLOWANCES					
Candidate Name	K.shivani				
Designation	Trainee Process Consultant				
Grade	PC2	Location	Hyderabad		
Components	w.e.f - DOJ	Monthly	Annual		
*A* FIXED					
Basic		6190	74280		
House Rent Allowance		2476	29712		
Shift Allowance		5000	60000		
Skill Allowance		1810	21720		
*A* Sub-total - Gross Pay		15476	185712		
*B* RETIRAL BENEFITS					
Advance against Statutory Bonus		516	6190		
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916		
Gratuity (@ 4.61% of Basic Pay)		298	3576		
ESI Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120		
*B* Sub-total- Retiral benefits		2317	27804		
Total Salary Cost (A + B)		17793	213516		
*C* VARIABLE PAY					
Performance Incentives (@ 100% of given achievement targets)		2000	24000		
*C* Sub-total- Variable		2000	24000		
Total Cost to Company (A + B + C)		19793	237520		
*D* INSURANCE / OTHER BENEFITS					
Total Cost to Company: (A + B + C + D)		19793	Hyderabad	237520	
Benefit / Scheme	Description	Value / PA			
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).	Rs. 24,000 p.a.**			
Subsidized Transport Service	An indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 p.a.**			
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employee's term, to his Nominee / family.	Rs. 6,02,000.00**			
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**			
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**			
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable* p.m			
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*			
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*			
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay* p.m			
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable* p.m			
Professional Tax	If any as per the applicable rules in your state.	As applicable* p.m			
Performance Incentive Ratings and Earnings Table:					
Process Target achievement	Below Expectations	100%	115%	125%	
PI Eligible amount (Rs. p.a.)	0	18,000	20,700	22,500	

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Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Kshivani  
Date:

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

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Kunaal kar			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - DOJ	Monthly	Annual	
"A" FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
<b>"A" Sub-total- Gross Pay</b>		<b>15476</b>	<b>185712</b>	
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
<b>"B" Sub-total- Retiral benefits</b>		<b>2317</b>	<b>27804</b>	
<b>Total Salary Cost (A + B)</b>		<b>17793</b>	<b>213516</b>	
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
<b>"C" Sub-total- Variable</b>		<b>2000</b>	<b>24000</b>	
<b>Total Cost to Company (A + B + C)</b>		<b>19793</b>	<b>237520</b>	
"D" INSURANCE / OTHER BENEFITS				
<b>Total Cost to Company: (A + B + C + D)</b>		<b>19793</b>	<b>237520</b>	
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).	Rs. 24,000 p.a**		
Subsidized Transport Service	An indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 p.a**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nonlinee/Family:	Rs. 6,02,000.00*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of-	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of-	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declare will be covered under the Employees State Insurance (ESI) Act.	As applicable*p.m		
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay* p.m		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable*p.m		
Professional Tax	If any as per the applicable rules in your state.	As applicable*p.m		
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a)	0	24000	27600	30000

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

Sai Prasad Samudrala  
 Deputy Manager - Human Resources  
 Hinduja Global Solutions Limited

Kunaal kar  
 Date:

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




ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Madugula vaishnavi			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - DD	Monthly	Annual	
"A" FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
"A" Sub-total - Gross Pay		15476	185712	
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
"B" Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
"C" Sub-total- Variable		2000	24000	
Total Cost to Company (A + B + C)		19793	237520	
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)		19793	Hyderabad	237520
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).	Rs. 24,000 p.a**		
Subsidized Transport Service	An indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 p.a.**		
Group Insurance In Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family.	Rs. 6,02,000.00**		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable* p.m		
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay* p.m		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable* p.m		
Professional Tax	If any as per the applicable rules in your state.	As applicable* p.m		
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs p.a.)	0	18,000	20,700	22,500

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

Sai Prasad Samudrala  
 Deputy Manager - Human Resources  
 Hinduja Global Solutions Limited

Madugula vaishnavi  
 Date:

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

<b>Company Logo</b>	
<b>Company Name</b>	Hinduja Global Solutions
<b>Company Website</b>	www.teamhgs.com/
<b>Domain</b>	Health Care
<b>CTC</b>	2.36Lac – 14800TKHM
<b>Designation</b>	Trainee Consultant
<b>Job Description</b>	<ul style="list-style-type: none"> <li>Responsible for calling Insurance companies (in US) on behalf of doctors/physicians and follow up on outstanding Accounts Receivable.</li> <li>To prioritize the pending claims for calling from the aging basket</li> </ul>
<b>Bond</b>	No
<b>Eligibility Criteria</b>	Graduate
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>Analytical Skills</li> <li>Numeric Skills</li> <li>Understanding of invoices and billing.</li> </ul>
<b>Interview Procedure</b>	<ul style="list-style-type: none"> <li>HR Round</li> <li>Online Assessment</li> <li>Voice &amp; Accent</li> <li>Ops Round</li> </ul>
<b>Student Information</b>	Please carry an updated Resume and Government-approved original identity proof on the Day/ Date of interview



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Makwin anthony raj			
Designation	Trainee Process Consultant	Location	Hyderabad	
Grade	PC2	w.e.f. D01	Monthly	Annual
Components	*A* FIXED			
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Sub Allowance		1810	21720	
<b>Total</b>			<b>15476</b>	<b>185712</b>

"B" RETIRAL BENEFITS	
Advance against Statutory Bonus	516
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution	743
Gratuity (@ 4.81% of Basic Pay)	298
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution	760
"B" Sub-total- Retiral benefits	2317
Total Salary Cost (A + B)	17793

"D" INSURANCE / OTHER BENEFITS		1979:	23752
Total Cost to Company: (A + B + C + D) * C2			

Benefit / Scheme	Description	Value / PA
Benefit		Rs. 24,000

Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
Eligible amount (Rs. p.a.)	0	18,000	20,700	22,500

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

**Makwin anthony raj**  
**Date:**

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

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Michael ashish			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - DOJ	Monthly	Annual	
"A" FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
"A" Sub-total- Gross Pay		15476	185712	
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
"B" Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
"C" Sub-total- Variable		2000	24000	
Total Cost to Company (A + B + C)	Michael ashish	19793	237520	
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)		19793	237520	
Benefit / Scheme	Description	Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).	Rs. 24,000 p.a**		
Subsidized Transport Service	An indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 p.a**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:	Rs. 6,02,000.00*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable*pm		
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay*pm		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable*pm		
Professional Tax	If any as per the applicable rules in your state.	As applicable*pm		
Performance Incentive Ratings and Earnings Table:				
Process target achievement	Below Expectations	100%	115%	125%
BT Eligible amount / (Rs. n.a.)	0	24000	27600	30000

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Michael ashish  
Date:

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

Pr

Income Tax

Pr

Pr

Pr

Pr



ANNEXURE II - SALARY & ALLOWANCES					
Candidate Name		Mohammed taher			
Designation		Trainee Process Consultant			
Grade		PC2		Location	
Components		w.e.f - 01/01/2019		Hyderabad	
		Monthly		Annual	
<b>*A* FIXED</b>					
Basic		6190		74280	
House Rent Allowance		2476		29712	
Shift Allowance		5000		60000	
Skill Allowance		1810		21720	
<b>*A* Sub-total - Gross Pay</b>		<b>15476</b>		<b>185712</b>	
<b>*B* RETIRAL BENEFITS</b>					
Advance against Statutory Bonus		516		6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743		8916	
Gratuity (@ 4.81% of Basic Pay)		298		3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760		9120	
<b>*B* Sub-total - Retiral benefits</b>		<b>2317</b>		<b>27804</b>	
<b>Total Salary Cost (A + B)</b>		<b>17793</b>		<b>213516</b>	
<b>*C* VARIABLE PAY</b>					
Performance Incentives (@ 100% of given achievement targets)		2000		24000	
<b>*C* Sub-total - Variable</b>		<b>2000</b>		<b>24000</b>	
<b>Total Cost to Company (A + B + C)</b>		<b>19793</b>		<b>237520</b>	
<b>*D* INSURANCE / OTHER BENEFITS</b>					
<b>Total Cost to Company: (A + B + C + D)</b>		19793		Hyderabad	237520
<b>Benefit / Scheme</b>	<b>Description</b>	<b>Value / PA</b>			
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).	Rs. 24,000 pa**			
Subsidized Transport Service	An indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 pa**			
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/FE family.	Rs. 6,02,000.00*			
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of-	Rs. 6,00,000.00**			
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of-	Rs. 1,00,000.00**			
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable*pm			
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*			
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*			
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay*pm			
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable*pm			
Professional Tax	If any as per the applicable rules in your state.	As applicable*pm			
<b>Performance Incentive Ratings and Earnings Table:</b>					
<b>Process Target achievement</b>	<b>Below Expectations</b>	<b>100%</b>	<b>115%</b>	<b>125%</b>	
<b>PI Eligible amount (Rs. pa.)</b>	<b>0</b>	<b>18,000</b>	<b>20,700</b>	<b>22,500</b>	

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

Sai Prasad Samudrala  
 Deputy Manager - Human Resources  
 Hinduja Global Solutions Limited

Mohammed taher  
 Date:

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



**genpact**

Transformation  
Happens Here

HMS002837-2415818

Date: August 27, 2019  
Dear: Pavan Kumar Annam

**Sub: Letter of Intent**

**Congratulations!** You have been selected by Genpact India Pvt. Ltd. ("the Company") as **Process Associate**.

You will be issued a letter of appointment upon meeting the pre requisites as mentioned below. Meanwhile, the Company is pleased to issue the following letter of intent.

**Salient terms and conditions of your appointment with the Company are as follows.**

1. Your annual Cost to Company (CTC) will be **INR 228,000.00**. Variable component is additional and is paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **India>Hyderabad>Hyderabad Uppal IN - Office**. However, the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:

- Date of PHO :
- Date of Joining: **September 5, 2019**
- Reporting Time: **9:00:00 AM**
- Location: **India>Hyderabad>Hyderabad Uppal IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10:30	Stellar 135 Building, Plot No 5 and 6, Sec-135, Noida, 201301, U.P. ,7th Floor, On-boarding Room , Noida
HYD	10:00	Genpact, Security In Gate no 3, 14-45,IDA,opp NGRI, Habsiguda,Uppal,Hyd-500009
JPR	9:30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
BLR	9:00	Genpact, # 99, Surya Park, Electronic City, Bangalore 560100
KOL	10:00	Genpact India Unitech Hi Tech Structures Ltd. - IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata

**\*\*In order to experience a smooth Onboarding, please reach the venue on time**

5. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."

6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this letter of Intent.

7. The Company operates 7 days a week, 24 hours a day. You will be expected to attend office - as assigned to you by your supervisor in compliance with laws in force. As a Fulltime employee, you will be eligible for 2 weekly offs

Genpact India Private Limited  
(Formerly Known as Empower Research  
Knowledge Services Pvt. Ltd.)  
CIN: U73100DL2005PTC307363

Regd. Off.: Delhi Information Technology Park,  
Shastri Park, GT Road, Delhi, India 110053



ANNEXURE II - SALARY & ALLOWANCES					
Candidate Name	Rashi bagayat				
Designation	Trainee Process Consultant		Location		
Grade	PC2		Monthly		Annual
Components	w.e.f. DOJ				
"A" FIXED					
Basic			6190	74280	
House Rent Allowance			2476	29712	
Shift Allowance			5000	60000	
Skid Allowance			1810	21720	
"A" Sub-total - Gross Pay			15476	185712	
"B" RETIRAL BENEFITS					
Advance against Statutory Bonus			516	6190	
Provident Fund (@12% of Basic Pay) - Employer's Contribution			743	8916	
Gratuity (@ 4.81% of Basic Pay)			298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			750	9120	
"B" Sub-total- Retiral benefits			2317	27804	
Total Salary Cost (A+B)			17793	213516	
"C" VARIABLE PAY					
Performance Incentives (@ 100% of given achievement targets)			2000	24000	
"C" Sub-total- Variable			2000	24000	
Total Cost to Company (A+B+C)	Rashi bagayat		19793	237520	
"D" INSURANCE / OTHER BENEFITS					
Total Cost to Company (A+B+C+D)			19793	Hyderabad	237520
Benefit / Scheme	Description		Value / PA		
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).		Rs. 24,000 pa**		
Subsidized Transport Service	An indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.		Rs. 24,000 pa**		
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/family.		Rs. 6,02,000.00*		
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of-		Rs. 6,00,000.00**		
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of-		Rs. 1,00,000.00**		
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.		As applicable*p.m		
Gratuity	Is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.		As applicable*		
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land		As applicable*		
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.		12% of Basic Pay* p.m		
Income Tax	Appropriate Income tax would be deducted in the payroll every month.		As applicable*p.m		
Professional Tax	As per the applicable rules in your state.		As applicable*p.m		
Performance Incentive Ratings and Earnings Table:					
Process Target achievement	Below Expectations	100%	115%	125%	
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000	

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Rashi bagayat  
Date:

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

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Rithika a			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f. - 01/01/2020	Monthly	Annual	
*A* FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
*A* Sub-total - Gross Pay		15476	185712	
*B* RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution *		760	9120	
*B* Sub-total - Retiral benefits		2317	27804	
Total Salary Cost (A+B)		17793	213516	
*C* VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
*C* Sub-total - Variable		2000	24000	
Total Cost to Company (A+B+C)	Rithika a	19793	237520	
*D* INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A+B+C+D) *		19793	Hyderabad	237520
Benefit / Scheme	Description			Value / PA
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).			Rs. 24,000 pa**
Subsidized Transport Service	An indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.			Rs. 24,000 pa**
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:			Rs. 6,02,000.00*
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of:-			Rs. 6,00,000.00**
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of:-			Rs. 1,00,000.00**
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.			As applicable*p.m
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.			As applicable*
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land			As applicable*
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.			12% of Basic Pay*
Income Tax	Appropriate Income tax would be deducted in the payroll every month.			As applicable*p.m
Professional Tax	If any as per the applicable rules in your state.			As applicable*p.m
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
0	24000	27600	30000	

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

Sai Prasad Samudrala  
 Deputy Manager - Human Resources  
 Hinduja Global Solutions Limited

Rithika a  
 Date:

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



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name		Rukmini.damera		
Designation		Trainee Process Consultant		
Grade		PC2	Location	Hyderabad
Components		w.e.f 01/01/2020	Monthly	Annual
"A" FIXED				
Basic			6190	74280
House Rent Allowance			2476	29712
Shift Allowance			5000	60000
Skill Allowance			1810	21720
"A" Sub-total - Gross Pay			15476	185712
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			516	6190
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			743	8916
Gratuity (@ 4.81% of Basic Pay)			298	3576
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			760	9120
"B" Sub-total- Retiral benefits			2317	27804
Total Salary Cost (A+B)			17793	213516
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)			2000	24000
"C" Sub-total- Variable			2000	24000
Total Cost to Company (A+B+C)			19793	237520
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A+B+C+D)			19793	237520
Benefit / Scheme		Description	Value / PA	
Performance Incentives		Will be paid upon completion of anniversary / annual appraisal (@ 100%).	Rs. 24,000 pa**	
Subsidized Transport Service		An indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 pa**	
Group Insurance in Lieu of EDLI (Under PF Act)		An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:	Rs. 6,02,000.00*	
Group Personal Accident		You are covered under group personal accident insurance policy of the company for a sum of -	Rs. 6,00,000.00**	
Group Term Life		You are covered under Group Term Life Insurance policy of the company for a sum of -	Rs. 1,00,000.00**	
ESI Scheme		Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable*p.m	
Gratuity		Is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*	
Advance against provisional minimum statutory bonus		Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*	
Provident Fund		You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay* p.m	
Income Tax		Appropriate Income tax would be deducted in the payroll every month.	As applicable*p.m	
Professional Tax		If any as per the applicable rules in your state.	As applicable*p.m	
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Rukmini.damera  
Date:

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



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	S vasavi			
Designation	Trainee Process Consultant			
Grade	PC2		Location	Hyderabad
Components	w.e.f - DOJ		Monthly	Annual
"A" FIXED				
Basic			6190	74280
House Rent Allowance			2476	29712
Shift Allowance			5000	60000
Skill Allowance			1810	21720
"A" Sub-total- Gross Pay			15476	185712
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			516	6190
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			743	8916
Gratuity (@ 4.81% of Basic Pay)			298	3576
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			760	9120
"B" Sub-total- Retiral benefits			2317	27804
Total Salary Cost (A + B)			17793	213516
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)			2000	24000
"C" Sub-total- Variable			2000	24000
Total Cost to Company (A + B + C)			19793	237520
ANNEXURE II - SALARY & ALLOWANCES				
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)			19793	237520
Benefit / Scheme	Description			Value / PA
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).			Rs. 24,000 pa**
Subsidized Transport Service	An indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.			Rs. 24,000 pa**
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:			Rs. 6,02,000.00*
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of-			Rs. 6,00,000.00**
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of-			Rs. 1,00,000.00**
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.			As applicable*p.m
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.			As applicable*
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land			As applicable*
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.			12% of Basic Pay* p.m
Income Tax	Appropriate Income tax would be deducted in the payroll every month.			As applicable*p.m
Professional Tax	If any as per the applicable rules in your state.			As applicable*p.m
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

S vasavi  
Date:

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



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Saiteja sukkala			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f - DOJ	Monthly	Annual	
"A" FIXED				
Basic		6190	74280	
House Rent Allowance		2476	29712	
Shift Allowance		5000	60000	
Skill Allowance		1810	21720	
"A" Sub-total- Gross Pay		15476	185712	
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus		516	6190	
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution		743	8916	
Gratuity (@ 4.81% of Basic Pay)		298	3576	
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution		760	9120	
"B" Sub-total- Retiral benefits		2317	27804	
Total Salary Cost (A + B)		17793	213516	
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)		2000	24000	
"C" Sub-total- Variable	ANNEXURE II - SALARY & ALLOWANCES	2000	24000	
Total Cost to Company (A + B + C)	Saiteja sukkala	19793	237520	
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company (A + B + C + D)		19793	Hyderabad	237520

ANNEXURE II - SALARY & ALLOWANCES		
<b>"D" INSURANCE / OTHER BENEFITS</b>		
<b>Total Cost to Company: (A + B + C + D)</b>	<b>19793</b>	<b>237520</b>
Benefit / Scheme	Description	Value / PA
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).	Rs. 24,000 pa**
Subsidized Transport Service	An Indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.	Rs. 24,000 pa**
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:	Rs. 6,02,000.00*
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of-	Rs. 6,00,000.00**
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of-	Rs. 1,00,000.00**
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.	As applicable* p.m
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.	As applicable*
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land	As applicable*
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.	12% of Basic Pay/ p.m
Income Tax	Appropriate Income tax would be deducted in the payroll every month.	As applicable* p.m
Professional Tax	If any as per the applicable rules in your state.	As applicable* p.m

Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Saiteja sukkala  
Date:

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

Provident Fund	
Income Tax	
Professional Tax	
Process Target achievement	

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name		Sameena t		
Designation		Trainee Process Consultant		
Grade		PC2	Location	Hyderabad
Components		w.e.f - DOJ	Monthly	Annual
*A* FIXED				
*B* RETIRAL BENEFITS				
*C* VARIABLE PAY				
*D* INSURANCE / OTHER BENEFITS				
Benefit / Scheme	Description			Value / PA
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.			As applicable* p.m
Gratuity	Is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.			As applicable*
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land			As applicable*
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.			12% of Basic Pay* p.m
Income Tax	Appropriate Income tax would be deducted in the payroll every month.			As applicable* p.m
Professional Tax	If any as per the applicable rules in your state.			As applicable* p.m
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	0.00	0.00	0.00

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

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Sameena t  
Date:

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

Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Sandra Joseph			
Designation	Trainee Process Consultant		Location	Hyderabad
Grade	PC2	w.e.f - DOJ	Monthly	Annual
Components	"A" FIXED			
Basic			6190	74280
House Rent Allowance			2476	29712
Shift Allowance			5000	60000
Skill Allowance			1810	21720
"A" Sub-total- Gross Pay			15476	185712
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			516	6190
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			743	8916
Gratuity (@ 4.81% of Basic Pay)			298	3576
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			760	9120
"B" Sub-total- Retiral benefits			2317	27804
Total Salary Cost (A + B)			17793	213516
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)			2000	24000
"C" Sub-total- Variable			2000	24000
Total Cost to Company (A + B + C)			19793	237520
ANNEXURE II - SALARY & ALLOWANCES				
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)	PC2	Location	19793	237520
Benefit / Scheme	Description			Value / PA
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%)..			Rs. 24,000 pa**
Subsidized Transport Service	An Indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.			Rs. 24,000 pa**
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:			Rs. 6,02,000.00*
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -			Rs. 6,00,000.00**
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -			Rs. 1,00,000.00**
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.			As applicable*p.m
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.			As applicable*
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land			As applicable*
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.			12% of Basic Pay* p.m
Income Tax	Appropriate Income tax would be deducted in the payroll every month.			As applicable*p.m
Professional Tax	If any as per the applicable rules in your state.			As applicable*p.m
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

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Sai Prasad Samudrala  
Deputy Manager - Human Resources  
Hinduja Global Solutions Limited

Sandra Joseph  
Date:

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



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Sindhujagss			
Designation	Trainee Process Consultant		Location	Hyderabad
Grade	PC2	w.e.f - 01/	Monthly	Annual
Components	"A" FIXED			
Basic			6190	74280
House Rent Allowance			2476	29712
Shift Allowance			5000	60000
Skill Allowance			1810	21720
"A" Sub-total- Gross Pay			15476	185712
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			516	6190
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			743	8916
Gratuity (@ 4.81% of Basic Pay)			298	3576
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			760	9120
"B" Sub-total- Retiral benefits			2317	27804
Total Salary Cost (A + B)			17793	213516
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)			2000	24000
"C" Sub-total- Variable			2000	24000
Total Cost to Company (A + B + C)			19793	237520
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)			19793	237520
Benefit / Scheme	Description			Value / PA
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@100%).			Rs. 24,000 p.a**
Subsidized Transport Service	An Indicative cost of Rs.16,200/-Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.			Rs. 24,000 p.a**
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:			Rs. 6,02,000.00*
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -			Rs. 6,00,000.00**
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -			Rs. 1,00,000.00**
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.			As applicable*p.m
Gratuity	is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.			As applicable*
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land			As applicable*
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.			12% of Basic Pay* p.m
Income Tax	Appropriate Income tax would be deducted in the payroll every month.			As applicable*p.m
Professional Tax	If any as per the applicable rules in your state.			As applicable*p.m
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
P1 Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

Sai Prasad Samudrala  
 Deputy Manager - Human Resources  
 Hinduja Global Solutions Limited

Sindhuj gss  
 Date:

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

Provident Fund

Income Tax

Professional Tax

Process Target achievement

Below Expectations

100%

115%

125%

PI Eligible amount (Rs. p.a.)

0

24000

27600

30000



ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Sunil naik dharavath			
Designation	Trainee Process Consultant	Location	Hyderabad	
Grade	PC2	w.e.f - 00]	Monthly	Annual
Components	*A* FIXED			
Basic			6190	74280
House Rent Allowance			2476	29712
Shift Allowance			5000	60000
Skill Allowance			1810	21720
*A* Sub-total- Gross Pay			15476	185712
	*B* RETIRAL BENEFITS			
Advance against Statutory Bonus			516	6190
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			743	8916
Gratuity (@ 4.81% of Basic Pay)			298	3576
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			760	9120
*B* Sub-total- Retiral benefits			2317	27804
Total Salary Cost (A+B)			17793	213516
	*C* VARIABLE PAY			
Performance Incentives (@ 100% of given achievement targets)			2000	24000
*C* Sub-total- Variable			2000	24000
Total Cost to Company (A+B+C)			19793	237520
	*D* INSURANCE / OTHER BENEFITS			
Total Cost to Company: (A+B+C+D)			19793	237520
Benefit / Scheme	Description		Value / PA	
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).		Rs. 24,000 p.a**	
Subsidized Transport Service	An indicative cost of Rs 16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.		Rs. 24,000 p.a**	
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employee's term, to his Nominee/Family.		Rs. 6,02,000.00*	
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -		Rs. 6,00,000.00**	
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -		Rs. 1,00,000.00**	
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.		As applicable* p.m	
Gratuity	Is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.		As applicable*	
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land		As applicable*	
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.		12% of Basic Pay* p.m	
Income Tax	Appropriate Income tax would be deducted in the payroll every month.		As applicable* p.m	
Professional Tax	If any as per the applicable rules in your state.		As applicable* p.m	

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Sai Prasad Samudrala  
 Deputy Manager - Human Resources  
 Hinduja Global Solutions Limited

Sunil naik dharavath  
 Date:

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

ANNEXURE II - SALARY & ALLOWANCES				
Candidate Name	Syed Sameeha			
Designation	Trainee Process Consultant			
Grade	PC2	Location	Hyderabad	
Components	w.e.f. DOJ		Monthly	Annual
"A" FIXED				
Basic			6190	74280
House Rent Allowance			2476	29712
Shift Allowance			5000	60000
Skull Allowance			1810	21720
"A" Sub-total- Gross Pay			15476	185712
"B" RETIRAL BENEFITS				
Advance against Statutory Bonus			516	6190
Provident Fund (@ 12% of Basic Pay) - Employer's Contribution			743	8916
Gratuity (@ 4.81% of Basic Pay)			298	3576
ESIC Contribution (@ 4.75% on earned Gross pay) - Employer's Contribution			760	9120
"B" Sub-total- Retiral benefits			2317	27804
Total Salary Cost (A + B)			17793	213516
"C" VARIABLE PAY				
Performance Incentives (@ 100% of given achievement targets)			2000	24000
"C" Sub-total- Variable			2000	24000
Total Cost to Company (A + B + C)			19793	237520
"D" INSURANCE / OTHER BENEFITS				
Total Cost to Company: (A + B + C + D)			19793	237520
Benefit / Scheme	Description		Value / PA	
Performance Incentives	Will be paid upon completion of anniversary / annual appraisal (@ 100%).		Rs. 24,000 pa**	
Subsidized Transport Service	An Indicative cost of Rs.16,200/- Per annum towards transport subsidy is incurred by the employer for commuting between home to office and back. Facility to avail but no encashment is given if not availed.		Rs. 24,000 pa**	
Group Insurance in Lieu of EDLI (Under PF Act)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employee's term, to his Nominee/ Family:		Rs. 6,02,000*	
Group Personal Accident	You are covered under group personal accident insurance policy of the company for a sum of -		Rs. 1,00,000**	
Group Term Life	You are covered under Group Term Life Insurance policy of the company for a sum of -		Rs. 6,00,000**	
ESI Scheme	Self and your dependent family members as declared will be covered under the Employees State Insurance (ESI) Act.		As applicable* p.m	
Gratuity	Is payable on cessation of employment after a minimum of five years continuous employment as per the norms of the Gratuity Act or in the event of demise or permanent disability of an employee.		As applicable*	
Advance against provisional minimum statutory bonus	Provided @ 8.33% of your Basic pay (PA) subject to the clause: The advance against statutory bonus will be calculated on maximum Basic Pay subject to a ceiling of minimum wages of the Land		As applicable*	
Provident Fund	You will be covered under Employees Provident Fund (EPF) Scheme under PF Act.		12% of Basic Pay* p.m	
Income Tax	Appropriate income tax would be deducted in the payroll every month.		As applicable* p.m	
Professional Tax	If any as per the applicable rules in your state.		As applicable* p.m	
Performance Incentive Ratings and Earnings Table:				
Process Target achievement	Below Expectations	100%	115%	125%
PI Eligible amount (Rs. p.a.)	0	24000	27600	30000

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

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

Simmi Patel  
Sr. Manager - Human Resources  
Hinduja Global Solutions Limited

Syed Sameeha  
Date:

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





Development Centre  
(India) Private Limited

### LETTER OF INTENT

Date: 09/JAN/2019

Name: YASHASHWEE KANNI

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at Hyderabad facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to a Base Pay of Rs. **220500/-** per annum. The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

## Offer Letter

**Dear Anil Kumar Reddy,**

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

**\*Salary:** Annual gross salary of Rs. 2,80,000/- , salary would be provided based on your performance and Targets achieved.

### DOCUMENTS

You are requested to fulfil below mentioned joining formalities. Along with your offer letter, please provide the following documents:

1. Xerox of All mark sheets and certificates.
2. Copy of Residence Proof: Photocopy of Passport/ driving license/Voter's identity card/Ration Card.
3. Salary slips from previous employer (If any)
4. Experience certificate of previous companies (If any)
5. Two passport size photographs.
6. Copy of latest CV
7. Sign and date this job offer letter where indicated below.
8. Sign and date the Code of Conduct Agreement at the time of joining.



**To decline this job offer:**

1. Sign and date this job joining letter where indicated below by mentioning non acceptance.

1. Mail all pages of this job offer letter back to us in the enclosed business-reply envelope, to arrive by 17<sup>th</sup> June, 2019.

If you accept this job offer, your joining date will be on the day of 17<sup>th</sup> June, 2019.

We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Gorita Anil Kumar Reddy.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*

## Offer Letter

Dear Sourav,

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

**\*Salary:** Annual gross salary of Rs. 2,80,000/- , salary would be provided based on your performance and Targets achieved.

### DOCUMENTS

You are requested to fulfil below mentioned joining formalities. Along with your offer letter, please provide the following documents:

1. Xerox of All mark sheets and certificates.
2. Copy of Residence Proof: Photocopy of Passport/ driving license/Voter's identity card/Ration Card.
3. Salary slips from previous employer (If any)
4. Experience certificate of previous companies (If any)
5. Two passport size photographs.
6. Copy of latest CV
7. Sign and date this job offer letter where indicated below.
8. Sign and date the Code of Conduct Agreement at the time of joining.



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We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Sourav Karwankar.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*

## Offer Letter

Dear Priyanka,

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

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We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Priyanka Gummadi.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*

## Offer Letter

Dear Akhil Goud,

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

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We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Akhil Goud.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*

## Offer Letter

**Dear Susheel Pratap Kumar,**

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

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We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Koripa Susheel Pratap Kumar.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*

## Offer Letter

Dear Sunayana,

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

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If you accept this job offer, your joining date will be on the day of 17<sup>th</sup> June, 2019.

We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Kurra Sunayana.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*

## Offer Letter

Dear Prasad,

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

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If you accept this job offer, your joining date will be on the day of 17<sup>th</sup> June, 2019.

We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Y Prasad.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*

## Offer Letter

**Dear Someshwar,**

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

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If you accept this job offer, your joining date will be on the day of 17<sup>th</sup> June, 2019.

We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Mahankali Someshwar.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*

## Offer Letter

Dear Sai Teja,

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

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If you accept this job offer, your joining date will be on the day of 17<sup>th</sup> June, 2019.

We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,  
**Sai Teja Banala.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*



## Offer Letter

Dear Vaishnavi,

Samuha Creations Ltd. is pleased to offer you the position of **Business Development Executive**. We trust that your knowledge, skills and experience will be our most valuable assets. As you accept this job offer, as per company policy, you'll be eligible to receive the following in the beginning on your hire date.

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We Samuha Creations ltd, at hope that you'll accept this job offer and look forward to welcome you in our company. Your immediate reporting authority will be **Mr.K.Kartick**. Feel free to contact at below mentioned number during office timings if you have any query.

Contact: 9491412779 (**Mr.K.Kartick**)

I understand the terms and conditions of employment as described in this letter and accept the offer.

---

Sincerely,

**Jitta Vaishnavi.**

**SAMUHA CREATIONS LTD**

*To own your tomorrow...*



**REVENTICS**

Provider Engagement Company

**CAMPUS OFFER**

Date: Feb-15-18

Dear

Chanda Navya

We are pleased to offer you the position of "Trainee Associate – AR". You will be on probation for a period of Six months with us from the date of joining.

Your Annual compensation for first 3 months would be ₹ 1,36,472/- (Rupees One Lakh Thirty-Six Thousand Four Hundred & Seventy-Two Only) per annum, (i.e.) during your training period. Your Net Take Home including Night Shift Allowance will be ₹ 11,190/- Per month.

After you successfully complete the first three months of Training, you will be On Job Training from the 4<sup>th</sup> month, and your monthly CTC will be increased by ₹ 2,000/- (Rupees Two Thousand only) . The increase is subject to your performance.

On successful completion of your probationary period of six months, you will be evaluated and based on your performance you will be confirmed in writing and subsequently your monthly CTC will be increased by ₹ 3,000/- (Rupees Three Thousand only) per month.

You are required to join the Company on May 07, 2018. Please return a signed copy of this letter as a token of your acceptance. If you do not join the organisation on the above-mentioned date, your offer will stand cancelled

On your day of joining, you will be signing a service agreement with Reventics Private Limited for a period of 18 months.

On your date of joining please carry the below mentioned documents for joining formalities

- Four recent passport sized photographs,
- Photocopies of all educational certificates,
- Proof of ID - Aadhar Card, Pan Card

A Detailed appointment letter with all terms and conditions will be given to you on the date of joining.

**Note:**

- \* Cab pickup is only for shift starting after 8:30 PM IST
- \* Cab drop facility is for shift having logout time on or before 6:00 AM IST

We look forward to a mutually rewarding relationship.

For Reventics Private Limited

Mary Cristeen Moyya  
Manager – HR

Signature of the candidate





**REVENTICS**

A Provider Engagement Company

**CAMPUS OFFER**

Date: Feb-15-18

Dear *Kahkashan*

We are pleased to offer you the position of "Trainee Associate – AR". You will be on probation for a period of Six months with us from the date of joining.

Your Annual compensation for first 3 months would be ₹ 1,36,472/- (Rupees One Lakh Thirty-Six Thousand Four Hundred & Seventy-Two Only) per annum, (i.e.) during your training period. Your Net Take Home including Night Shift Allowance will be ₹ 11,190/- Per month.

After you successfully complete the first three months of Training, you will be On Job Training from the 4<sup>th</sup> month, and your monthly CTC will be increased by ₹ 2,000/- (Rupees Two Thousand only). The increase is subject to your performance.

On successful completion of your probationary period of six months, you will be evaluated and based on your performance you will be confirmed in writing and subsequently your monthly CTC will be increased by ₹ 3,000/- (Rupees Three Thousand only) per month.

You are required to join the Company on May 07, 2018. Please return a signed copy of this letter as a token of your acceptance. If you do not join the organisation on the above-mentioned date, your offer will stand cancelled.

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A Detailed appointment letter with all terms and conditions will be given to you on the date of joining.

**Note:**

- \* Cab pickup is only for shift starting after 8:30 PM IST
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We look forward to a mutually rewarding relationship.

For Reventics Private Limited

  
Mary Cristeen Moyya  
Manager – HR

Signature of the candidate

**REVENTICS Private Limited**

anali Info Park, 8-2-120/113, First Floor Block A, Road No. 2, Banjara Hills, Hyderabad-5000034  
Phone : +91-40-42700215. [www.reventics.com](http://www.reventics.com)



**REVENTICS**

A Provider Engagement Company

**CAMPUS OFFER**

Date: Feb-19-19

Dear

C.H. Rakesh

We are pleased to offer you the position of "Trainee Associate - AR". You will be on probation for a period of Six months with us from the date of joining.

Your Annual compensation for first 3 months would be ₹ 1,36,472/- (Rupees One Lakh Thirty-Six Thousand Four Hundred & Seventy-Two Only) per annum, (i.e.) during your training period. Your Net Take Home including Night Shift Allowance will be ₹ 11,190/- Per month.

After you successfully complete the first three months of Training, you will be On Job Training from the 4<sup>th</sup> month, and your monthly CTC will be increased by ₹ 2,000/- (Rupees Two Thousand only). The increase is subject to your performance.

On successful completion of your probationary period of six months, you will be evaluated and based on your performance you will be confirmed in writing and subsequently your monthly CTC will be increased by ₹ 3,000/- (Rupees Three Thousand only) per month.

You are required to join the Company on May-17-2019. Please return a signed copy of this letter as a token of your acceptance. If you do not join the organisation on the above-mentioned date, your offer will stand cancelled.

On your day of joining, you will be signing a service agreement with Reventics Private Limited for a period of 18 months.

On your date of joining please carry the below mentioned documents for joining formalities

- Four recent passport sized photographs,
- Photocopies of all educational certificates,
- Proof of ID - Aadhar Card, Pan Card

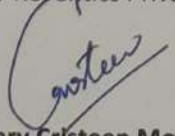
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For Reventics Private Limited

  
Mary Cristeen Moyya  
Manager - HR

Signature of the candidate

**REVENTICS Private Limited**

Sanali Info Park, 8-2-120/113, First Floor Block A, Road No. 2, Banjara Hills, Hyderabad-5000034. Telangana  
Phone : +91-40-42700215, www.reventics.com  
CIN : U93000TG2015PTC097631