

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made

BETWEEN

Square Yards Consulting Pvt. Ltd.

A Company incorporated under Companies Act, 1956 in the Republic of India and having its Registered office B-3/96, Safdarjung Enclave, New Delhi-110029 (hereinafter called "the Company" which expression shall include its associated companies, successors and assigns) of the one part;

AND

Boddu Nagaraju, S/o. Sh. Uppalaiah R/o. 8-4 motakondur yadadri bhongir (herein after referred to as the "**the Employee**" which expression shall include its successors and assigns) of the **other part**;

It is agreed that the Company will employ **Boddu Nagaraju** as **Senior Investment Manager** of the Company on the particulars/terms and conditions as laid down in the **Annexure A** to this Agreement appended hereto, and on terms and conditions as enumerated hereinafter in this Agreement:

1. DEFINITIONS AND INTERPRETATIONS

- 1.1. In this agreement the following words and phrases shall bear the meanings respectively ascribed to them, that is to say:
 - a) "the Particulars" means the particulars incorporated in under the agreement as varied time to time as agreed by the parties to the agreement
 - b) "the Employee" means the individual defined under specific labour laws applying particularly to the company like Employee State Insurance Act, 1948.
 - c) "the Company" means a company registered under Companies Act ,1956 or Companies Act, 2013 named as Square Yards Consulting Pvt. Ltd. also includes its associated companies etc.
 - d) "the Associated Company" means a subsidiary and any other Company which is for the time being a holding Company of the Company
 - e) "Financial Year" means the financial year which shall run from the 1st day of April to the 31st day of March every year.
 - f) "Calendar Year" means the calendar year which shall run from the 1st day of January to the 31st day of December every year.
 - g) "Month" means a calendar month
 - h) References means references in this Agreement to any clause, sub-clause, schedule or paragraph without further designation shall be construed as references to the clause, sub clause, schedule or paragraph of this Agreement.
 - i) Any reference to a statutory provision shall be deemed to include a reference to any statutory amendment modification or re-enactment of it.
 - j) Words importing one gender include all other genders and words importing the singular include the plural and *vice versa*.

2. TERMS OF EMPLOYMENT

- 2.1. The employment of the Employee shall be deemed to have commenced on the date of actual reporting in the premises of the Company pursuant to the execution of this Agreement as per the terms and conditions / particulars laid down in the **Annexure A**. The Employee should disclose to the company in case any of his/her family member is related to any kind of real estate business.
- 2.2. The Employee will be initially appointed by the company with the position title and corporate title (If applicable) as incorporated in **Annexure A**. The firm may amend the position and/or corporate title of the Employee, as thinks appropriate in the future to align the employee's role with the applicable policies, procedures or practices at the company.

3. NATURE OF EMPLOYMENT AND DUTIES OF EMPLOYEE

The Employee shall during his/her employment with the Company under this Agreement:

- 3.1. Perform the duties and exercise the powers which the Company may from time to time properly assign to him/her in his/her capacity or in connection with the business of the company or any of its associated company.
- 3.2. The Employment shall be full-time Employment and the Employee shall not undertake any reward for work other than the duties which he is required to perform under this Agreement.

4. HOURS OF EMPLOYMENT

- 4.1. The Employee shall comply with the normal working hours of the company, as directed by the Company, or in the absence of such direction, as published in the employee's handbook provided by the Company at the joining of the employee and also as amended from time to time by the management.

5. PRESENT POSTING AND FUTURE TRANSFERS

- 5.1. The Employee's place of employment shall be at the Company's offices as set out in the **Annexure A**. But, the Company is entitled to require the employee to work at any other place of business of the Company including offices are in existence or to be planned in the future, whether on temporary or permanent basis on the terms and conditions as are applicable to such transfer in accordance with the then applicable rules, regulations and policies of the Company.
- 5.2 The Employee shall, in the performance of his/her duties, may be required to travel from his/her place of employment to anywhere within the country or abroad.

6. REMUNERATION, BENEFITS AND DEDUCTIONS

- 6.1. Subject as hereinafter provided the Company shall pay to the Employee during the continuance of his/her employment hereunder a salary (bifurcated into Fixed components and Performance linked components) specified in the Particulars of Employment as set out in the **Annexure A**.
- 6.2. Performance linked components, if any are payable monthly subject to achievement of the minimum performance criteria as defined by the management from time to time. Depending on the performance of the Employee, he/she may qualify to receive only partial or full amount of the performance linked allowances.
- 6.3. The said salary shall be reviewed by the Company on an annual basis (As per applicable appraisal cycle), and any such revision of salary shall take effect from such time and in such manner as the Company shall in its sole discretion think fit.
- 6.4. Except as expressly provided by this Agreement the Employee shall not be entitled to any salary in respect of any period during which he/she fails or be unable, from any cause, to perform all or any of his/her duties without prejudice to any right of action accruing or accrued to either party in respect of any breach of this Agreement.
- 6.5. The Company shall deduct a proportionate amount from the Employee's fixed remuneration for every day of absence beyond the permissible limit of leaves available to the employee during the calendar month/ financial year. The Company at its own discretion may provide relief with respect to the deduction made on account of his/her absence from the employment provided his/her absence is due to incapacity through illness or injury and the Employee produces to the Company without any delay the certificate of a duly qualified medical practitioner stating the cause of such incapacity.
- 6.6. All monetary or non-monetary entitlements granted to the Employee, whether by way of Salary, Bonus or otherwise, shall be subject to the statutory deductions like Provident Fund contribution, ESI / Medical Insurance Contribution, LWF Contribution, Income Tax (TDS) or any other statutory deduction for which the Company is liable to deduct as prescribed under various laws applicable to the Company.
- 6.7. Unless specifically stated in the Particulars, bonus or any other benefits provided by the Company to the Employee, irrespectively of its nature and of its either temporary or repetitive provision, will always be treated as a benefit voluntarily provided by the Company to the Employee and will not in any way consist a legal obligation of the Company under this Agreement.
- 6.8. The Company shall pay, or reimburse to the employee for only pre-approved, reasonable and adequately substantiated – travel, accommodation, communications or any other related expenditure incurred in connection with the performance of the duties assigned by the Company, subject to the policies framed by the Company. These may be contingent on performance threshold as defined from time to time.
- 6.9. Employee will be covered under a comprehensive Medical Insurance and Accidental Coverage as detailed in the Company's employee handbook and amended from time to time as the Company deems appropriate.

- 6.10 The Company reserves the right to cancel or modify the benefits of plan and programmes, its offers to its employees at any time provided that such cancellation, shall be carried out in a manner that it does not discriminate between employees of the same level. None of rights of the Employee, to receive any form of compensation payable pursuant to this offer may be assigned or transferred except by operation of law.
- 6.11 The Company shall bear cost of Employment Pass/ Work Visa/ Business Visa and other relocation charges, as may be applicable and approved from time to time, for its employees. Such cost or charges along with any incidental charges paid by the Company towards covering expense of relocation or Visa will become payable from the employee to the Company in case his or her employment is ceased, whether initiated by the Company or the employee, within one year of such expenses being outlaid. In case of cessation of employment within 12 months of such expenses being borne by the Company, these will be recovered from the last salary or full & final settlement of the employee, whichever is applicable.
- 6.12 Any accrued incentive or bonus will be payable only if the employee status is active and not resigned as on the day of incentive or bonus pay out. In case the employee has resigned or is inactive in the system on such date, the accrued incentive & bonus will lapse. The variable incentives can also be negative in case the targets are not achieved. The basis of calculating the variable incentives (both positive & negative) is included in the Compensation policy uploaded on Square Beats. The Compensation policy will be subject to change from time to time at the sole discretion of the company.

7. PROBATION PERIOD & CONFIRMATION OF EMPLOYMENT

- 7.1. The Employee shall be employed on a probationary basis for a period of **6 months** from the date of commencement of his/her employment, or for such extended time as the Company may decide.
- 7.2. The Company may thereafter confirm the employment of the Employee after he/she has completed the probationary period or the extended probationary period as the case may be. Such confirmation shall be communicated to the employee via e-mail communication.

8. LEAVES & HOLIDAYS

- 8.1. The Employee shall be entitled to a total of **32 total leaves** (in addition to public and statutory holidays) for every financial year, as mentioned in the Employee Handbook.
- 8.2. The Employee shall be entitled in each calendar year **10 public and statutory holidays**. These holidays will be declared at beginning of each calendar year.
- 8.3. All holidays shall be approved within appropriate timelines as provided by the Company, from time to time.
- 8.4. The employee will be eligible to avail One (1) compensatory leave in every month during the probationary period. Holiday allowance does not accrue during the probationary period.

9. TERMINATION

- 9.1. The Employee's employment with the Company may be terminated by either party giving to the other party notice in writing or salary in lieu of notice as set out in **Annexure A**. In this case, the Employee shall not be entitled to leave pay.
- 9.2. The Company shall have the right summarily to terminate the Employment without notice or payment of compensation in any of the following events:
 - a. If the Employee is guilty of fraud, dishonesty or misconduct or commits any act which in the opinion of the Company is likely to bring the Company or any officers or employees of the Company into disrepute whether or not such dishonesty, misconduct or act is directly related to the affairs of the Company.
 - b. If the Employee is adjudged bankrupt or makes a composition with his/her creditors.
 - c. If the Employee commits any material breach of his/her duties or obligations under this Agreement.
 - d. If the Employee is discovered to have made or given any false statement or answer to any question in connection with the Company's Employment application form or any Curriculum Vitae submitted to the Company concerning such Employee.
 - e. Habitual absence without approval of leaves.
 - f. Habitual neglect of work or gross or habitual negligence.
 - g. Commission of any act not in conformity with discipline or good behavior.
 - h. Seeking or giving illegal gratification.
 - i. Offering or passing kickbacks or any other kind of monetary reward to clients of the Company unless otherwise permitted under the company policies
 - j. If the employee provides any false statement about his/her family background as he agreed at the time of joining.
- 9.3. Upon the termination of the Employee's employment (howsoever arising) the Employee shall return to the Company all documents, records, items and materials in his/her possession or custody belonging to the

Company or its clients and the Employee shall not retain any copies (including electronic or soft) thereof.

- 9.4. Depending on the duration of the employment with the Company, the employee may be entitled to statutory payments at the time of termination of employment.
- 9.5. Upon termination, the Company shall pay the amounts accrued to the employee after making necessary & permissible deductions of such sums which are due to be paid by the employee to the Company, within 90 days from the termination.
- 9.6. Employee and the Company are free to terminate their employment relationship at any time for any reason, with or without cause, or for no reason at all, with a written notice. The notice period shall be dependent on the status of employment i.e. on probation or confirmed and is mentioned in **Annexure A**.
- 9.7. If such termination of the employment is initiated by the employee, then the Company may, at its sole discretion either accept such resignation immediately or not, provided that, the Company may choose to pay to the employee or may buy out the salary in lieu of balance period of his/her notice period. However, the employee has to serve the required notice period, if the resignation is accepted by the Company.
- 9.8. The employee would undertake to refund all expenses and costs that may be incurred by the Company on the employee towards any joining bonus paid to the employee at the time of beginning of employment with the Company, in the event the employee initiates the termination of the employment within twelve (12) months from the date of commencement of the employment with the Company.
- 9.9. At the time of separation from the Company, employee undertakes to refund all loans, salary advances granted by the Company for employee's personal usage.

10. GENERAL

- 10.1. **Non-waiver:** No delay, failure or omission on the part of the Company to exercise any of its powers, rights or remedies under this Agreement will operate as a waiver of them nor will any single or partial exercise of any such powers, rights or remedies preclude any further exercise of them.
- 10.2. **Additional Remedies:** Notwithstanding anything contained in this Agreement, the Parties acknowledge that in addition to any remedy available to the Company, whether provided herein or conferred by statute, civil law, common law, custom, trade, or usage, the Company shall be entitled to obtain an injunction against the Employee from a civil court of competent jurisdiction.
- 10.3. **Additional Conditions:** Employee has read and shall always abide by the terms and conditions as stipulated in the employee's hand book, HR Policies including Compensation and Benefits policy, Reimbursement policy, Leave Encashment policy, etc as disseminated through any channels to the employee and these Policies may be amended from time to time as per the sole discretion of the Company.
- 10.4. **Severability:** If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the invalid or unenforceable provision.
- 10.5. **Employee's Representations and Warranties:** The Employee confirms that he has carefully read and fully understands all the provisions of this Agreement. The Employee represents that he (i) is familiar with the foregoing covenants not to compete and not to solicit and the reasons therefor, and (ii) is fully aware of his/her obligations under this Agreement including, without limitation, the reasonableness of the length of time, scope and geographic coverage of these covenants.
- 10.6. **Accountability:** In the event of a breach of Confidentiality agreement without prejudice to any right conferred by law on the Company, the Employee hereby agrees that he shall indemnify the Company for all costs (including but not limited to legal costs on an indemnity basis), loss and damage suffered by the Company or alternatively to make good to the Company all profits or gains made by the Employee or the Employee's spouse, family members or relatives by reason of the Employee's breach of any of his/her duties to the Company or to the Company's clients.
- 10.7. **Jurisdiction and Dispute Resolution:** This Agreement shall be governed by and construed in accordance with the laws of India and shall be under the exclusive jurisdiction of the High Court of Delhi. Any dispute between the Parties shall be finally settled through arbitration conducted in New Delhi in accordance with the Arbitration and Conciliation Act, 1996. A sole arbitrator shall be appointed jointly by the Parties within 30 days of either Party requesting the other to suggest or approve a sole arbitrator. If the Parties fail to agree on a sole arbitrator within the 30 days period mentioned above, then either Party may make application to the High Court of Delhi for appointment of the arbitrator under the provisions of Arbitration and Conciliation Act, 1996.
- 10.8. **Entire Agreement:** This Agreement and its Exhibits, constitutes the entire understanding relating to terms of employment between the Employee and the Company and supersedes all prior offers, agreements, statements or representations, written or oral between the Parties. Further, the Employee acknowledges and agrees that, as of the date of this Agreement, the Employee has no former claims of any nature, whatsoever against the Company.

SIGNED
for and on behalf of
Square Yards Consulting Pvt. Ltd.

Sapan-lyth.

Date

(Name of Employee)

CONFIDENTIALITY AGREEMENT

In consideration of an Employee's employment with The Company, employees will be exposed to information and materials relating to the affairs, transactions, operations, methods of doing business, research and development, know-how, customers, trade secrets, financial methods, computer programs, and other confidential or proprietary information or trade secrets of the Company, its Associated Companies, Business Partners, Distributors, Resellers, Customers and End-Users.

An Employee agrees to take all appropriate action, whether by instruction, agreement or otherwise, to ensure the protection, confidentiality and security of the Confidential Information of the Company.

1. Under CONFIDENTIALITY, Employee agrees:

- a. Electronic information exchange or office emails are to be used in furtherance of Company's business only. No employee should use the electronic information systems to espouse personal, political or religious views or solicit support for any cause or event. Such act by employee is subjected to immediate internal inquiry by the management.
- b. Not to use, acquire or copy any Confidential Information in whole or part without prior authorisation in writing from a designated official of the Company.
- c. To retain the Confidential Information as strictly confidential and as a trade secret of the Company; and
- d. Not to use or cause to be used, nor to disclose or otherwise make available directly or indirectly the Confidential Information except for and on behalf of the Company when authorised to make such disclosure on a confidential basis or to recipient authorised by the Company and having a valid contract with terms satisfactory to Square Yards Consulting Pvt. Ltd. under which its nature as confidential information and as a trade secret is respected and the recipient promises to retain it in confidence.

Upon termination of employment, Employee agrees to surrender to the Company all tangible & non-tangible forms of the Confidential Information that he may then possess or have under his/her control.

2. INTELLECTUAL PROPERTY shall include:

- a. If during the course of his/her work for the Company (whether in the course of normal duties or not and whether or not during normal working hours), the Employee makes, or participates in the making of any design (whether registered or not) or any work in which copyright and/or database rights subsist, the Employee hereby assigns to the Company with full title guarantee and, where appropriate, by way of future assignment, all such rights for the full term thereof throughout the world, provided that the assignment shall not extend to those designs or works which are created by the Employee wholly outside his/her normal working hours and wholly unconcerned with his/her service under this Agreement.
- b. All technology infrastructure of the Company and its employees, whether specifically licensed or furnished as part of The Company equipment rented, purchased or loaned and Software Service for them. Technology infrastructure shall mean machine instructions whether denominated software wherever resident and on whatever media and all related documentation and software.
- c. All other information and material of The Company and its Employees, relating to design, method of construction, manufacture, operations, specifications, use and service of the Company and its Employees equipment and components, including notebooks, reports, process data, test data, performance data, inventions and all documentation therefore and all copies.
- d. Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to The Company and its Employees if disclosed.
- e. The Company's staff list, Customer and prospective customer list.

Employee agrees to retain Intellectual Property as strictly confidential and a trade secret of The Company Employee agrees not to use or cause to be used The Company and its Employees' Intellectual Property except for or on behalf of The Company.

Upon termination of employment, employee agrees to surrender to The Company all tangible & non-tangible forms of Company's Intellectual Property, which he/she may then possess or have under his/her control.

3. EXCLUSIVITY OF SERVICE shall include:

The Employee shall not during the continuance of this contract, except with the knowledge and consent of the Company embark, engage or interest himself/herself whether for reward or gratuitously in any activity which would interfere with the performance of the Employee's duties with the Company or which to his/her knowledge would constitute a conflict of interest with the business of the Company.

4. AGREEMENT NOT TO COMPETE OR SOLICIT shall include:

- a. Throughout this Agreement with the Company, and for a period of 12 months following the termination of this Agreement, the Employee will not directly or in association with others, compete with any of the business activities in which the Company or any of its associated companies become involved, anywhere in the world, during the period of this Agreement.
- b. The foregoing restriction on competition and solicitation will preclude without limitation:
 - I. Selling or soliciting sales of products and services which compete with the Company or any of its subsidiaries, and
 - II. Accepting employment in a related business area with or acting as a representative or agent of a current customer of the Company or any other person or entity which competes with the current business of the Company during the period of this Agreement.
 - III. In order to protect its business interest, the Company, reserves the right of not providing full-fledged work during the Employee's required contractual probation period and may require Employee not to attend the place of work whilst remaining employed for the contractual probation period. During this probation period, the employee will not be permitted to work for anyone else.
 - IV. Either alone or in association with others (i) solicit, or encourage any organization directly or indirectly controlled by the Employee to solicit, any employee of the Company or any of its subsidiaries to leave the employ of the Company or any of its subsidiaries, (ii) solicit for employment, hire or engage as an independent contractor, or permit any organization directly or indirectly controlled by the Employee to solicit for employment, hire or engage as an independent contractor, any person who was employed by the Company or any of its subsidiaries at any time during the term of the Employee's employment with the Company or any of its subsidiaries.

While the restrictions aforesaid are considered by the Company and the Employee to be reasonable in all the circumstances, it is agreed that if any one or more of such restrictions shall either taken by itself or themselves together be adjudged to go beyond what is reasonable in all the circumstances for the protection of the Company's legitimate interest but would be adjudged reasonable if any particular restriction or restrictions were deleted or if any part or parts of the wording thereof were deleted, restricted or limited in any particular manner, then the said restrictions shall apply with such deletions, restrictions or limitations, as the case may be.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions Accepted:

Sapan-Grass.

Authorised Signatory

Date

(Name of Employee)

ANNEXURE A

PARTICULARS OF EMPLOYMENT

<u>The Company:</u> Square Yards Consulting Pvt. Ltd. Corporate Address: B-3/96, Safdarjung Enclave, New Delhi-110029	
<u>The Employee:</u> Boddu Nagaraju 8-4 motakondur yadadri bhongir	
<u>Job Title:</u> Senior Investment Manager	
<u>Compensation:</u> - Annual Gross CTC: 350,000	
<u>Employee ID:</u> SQY47369	<u>Department:</u> Primary Sales India
<u>Job Location:</u> Hyderabad - Sanali	<u>Date of Joining:</u> 23-Apr-2024
<u>Notice Period:</u> During Probation: 0 days After Confirmation: 15 days	

The Company shall employ the Employee and the Employee shall serve the Company in the capacity referred to under Job Title on and from the Commencement Date until this agreement shall be terminated on the terms and conditions set out herein.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED
for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:



Authorised Signatory

(Name of Employee)

Date

ANNEX B- CTC Breakup**Boddu Nagaraju (SQY47369)**

	Yearly CTC	Monthly CTC
CTC	350,000	29,166
Earning		
Basic	227,500	18,958
HRA	100,900	8,408
Statutory Bonus	0	0
Performance Linked Payout	0	0
Special Allowance	0	0
Lunch	0	0
LTA	0	0
Uniform Allowance	0	0
Children Allowance	0	0
Books & Periodicals	0	0
Telephone allowance	0	0
Car Running & Maint	0	0
Statutory Benefits		
PF (Employer Part)	21,600	1,800
LWF (Employer Part)	0	0
ESIC (Employer Part)	0	0
Gratuity	0	0
Monthly Gross	328,400	27,366
PF (Employee Part)	21,600	1,800
LWF (Employee Part)	0	0
ESIC (Employee Part)	0	0
P TAX	2,400	200
PA Cover	180	15
Medicclaim	4,800	400
Net Pay	299,420	24,951

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first herein before written.

SIGNED

for and on behalf of
Square Yards Consulting Pvt. Ltd.

All Terms and Conditions
Accepted:



By: Boddu Nagaraju

 For: Boddu Nagaraju
 At: 2024-01-11 09:12:12
 Email: boddu.nagaraju@squareyards.com



REF:FLD:OFF:ZUV/1680762829724272

Date: 06-Apr-2023

Mr. Thakur Anupam Singh
Hyderabad
Tealanga.

Dear Mr. Thakur Anupam Singh,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position in our **“Zuventus Odenea Division”** as **Business Officer** to be based at **Hyderabad HQ, Telangana** on the following terms and conditions:

Validity of Offer Letter

This offer will be valid not later than **10-Apr-2023**.

Salary

You will be paid annual CTC of **Rs. 3,00,000/- (Rupees Three Lakhs Only)** inclusive of all benefits, the break-up of which will be given to you at the time of joining.

Leave Rules

Applicable as per Company's Leave Rules and as amended from time to time.

ESIC/Mediclaim Policy/Accident Insurance

All employees having a gross monthly salary of Rs. 21000/- or below are insured under ESIC. All employees shall be covered under the Mediclaim Policy and Group Accident Insurance Policy as per the rule applicable from time to time.

Probation/Confirmation

The probation period will be of Six (6) months. On successful completion of probation or extended probation period, the Company may confirm you as a permanent employee of the Company, such confirmation shall be in writing. (i.e. an employee would be confirmed after six months of service). Unless the Company confirms you by its order in writing, you will continue to be on probation.

Notice Period

During Probation Period: One day's notice on either side.

After Confirmation: 30 days notice period on either side with the Company retaining the right to pay 30 days salary in lieu of the notice.

Offer Cancellation



The company shall be entitled to withdraw/cancel this offer without notice in the event you are found to have provided false information based on which the offer is extended. Management reserves the right to withdraw/cancel the offer at its own discretion.

Issuance of Appointment Letter is subject to submission of all the documents

Other Terms and Conditions

You will be eligible to benefits viz. Provident Fund, Gratuity, ESIC and Bonus as applicable.

Your appointment is subject to clearance of medical fitness test and background verification process followed by successful completion of training programme and submission of all relevant documents.

If these terms are acceptable to you, you are requested to confirm your acceptance of the offer immediately on receipt of this letter.

A formal appointment letter giving all the terms and conditions of service will be issued to you upon your joining the company.

Wish you a long and happy association with us.

FOR ZUVENTUS HEALTHCARE LTD

DINESH GHURYANI
GM - HUMAN RESOURCES

Mr Syed Sultan Doulath Hussain,
S/o Syed Sadique Hussain
DNo:S3-C346,NGOS Colony,
Vanasthalipuram,Hyderabad,
Telangana-500070.
E mail: doulathhussain18 @gmail.com
Date of Birth: 13th April 2001
M No: 96039-56038 F No:99481-60184

APPOINTMENT LETTER

04th February 2023

Dear Mr Syed Sultan Doulath Hussain,
With reference to your application and the subsequent discussion you had with us, we are placed to appoint you as Dot Net developer on the following Terms and Conditions:

- a. Initially you shall be under probation for a period for two months, which shall include first month of Training period start from 13th Feb 2023 to 12th April 2023.
 - b. From 12th April 2023 onwards you shall be considered for permanent Employment.
 - c. You will receive Rs.1,80,000 as remuneration per Annum all inclusive. After permanent Employment based on your monthly performance you will be eligible for increment.
 - d. For Performance evaluation an average of 50 points per month for three consecutive months is considered.
 - e. Yearly Increment shall be 10% to 20% based on your performance
 - f. In case if you join early your extra days proportionately salary shall be paid.
 - g. Especially for this managerial cadre, work from home is not permissible.
 - h. Your commitment to the company is Twenty four (working) months, after probation period. If you decide break bond before completing the above mentioned duration, you will be liable to pay penalty. You will have to produce all your original certificates, in case if not done so earlier.
2. **WORKING HOURS:** You will observe working hours as per our office timings or the client site as the case may be. However you may be required to work additional hours and on holidays, if deemed necessary. General lunch time duration provided is 30mins. Late coming and absenteeism without prior permission will attract appropriate disciplinary action and penalty. **Contract period will get extended by one week for each day of your Absence without leave.**
3. Within First Month of your joining, if you are not learning the basics of the technology requirements of your job, your engagement shall be terminated.
4. You shall be covered under performance award scheme of the company. If your performance is rated as excellent/outstanding. In case if your performance in training period is not found satisfactory, then the training period is likely to be extended for one more month.
5. During the course of your association with the company, you shall not engage in any other business or occupation and shall devote your part or entire time and effort to the diligent performance of your duties.
6. Every employee in this establishment shall be entitled during every subsequent twelve months of service (a) to leave with wages for a period not exceeding twelve days on the ground of any sickness or accident and (b) to casual leave with wages for a period not exceeding six days on any reasonable ground.

Ramesh Kumar M. Modi

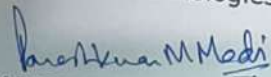
7. **CONFIDENTIALITY:** During your contract period with the company, you will be liable to be transferred or deputed to any of the offices / depts., manufacturing unit of the company / associate / subsidiary / group companies whether existing or to be setup whether in the same town / city or anywhere in India or abroad on the same or similar terms and conditions of the contract. You shall maintain strict secrecy about those activities of the Organization name, project details and all connected matters and will not divulge in any matters relating to the Company's affairs to an outsider or in your resume, without explicit and written consent of the Management. You shall not discuss any financial matters with colleagues.
8. The Management may give you any property, equipment, books or other articles and the same will be kept by you in discretion. Such articles will be kept by you in perfect conditions and you will return the same to the Company at the time of termination of your service on or demand. In case of damage or in case you fail to return, management will deduct the money value of all such things from your dues and take such other legal action as we may deem proper in the event of your failure to account for such properties to our satisfaction. CELL PHONES, USB DEVICES, PEN DRIVES, any kind of Storage devices are not permitted.
9. **CODE OF CONDUCT:** You are expected to discharge your duties as per instructions given to you by your superiors.
10. You will abide by the conditions of the service and/or other Company Rules and Regulations applicable to you, which may be in force and/or amended from time to time.
11. You will be required to maintain a high standards of work ethics and culture as desired by the company / Client. If placed at the client site, under no circumstances should be absent or leave the work place without proper consent from the client. In case of problems you are required to bring it the notice of the management. Estimate and submit work plan for every week in advance. If the assigned work is not completed in specified time then plan yourself for extended time and finish the same with proper quality, your performance shall be calculated based on this.
12. **TERMINATION:** Your engagement can be terminated for the following reasons without any notice period. Reports from team leaders or client that your skills and abilities are not complaint with your CV Insubordination and non-compliance with the directives of your superior. Further, in case your behavior at any time is found to be unsatisfactory in the opinion of the management or if you are found to be disobedient to office discipline, the management will be entitled to terminate your engagement with immediate effect.
13. **NOTICE PERIOD:** Your services with the Company will be terminated by notice in writing. You need to give two months notice period after the committed duration.
14. **GENERAL:** In the matter of conduct, discipline and other aspects of your engagement, you will be governed by the Terms and Conditions of the company, in force from time to time. Also when deputed to clients' offices, you will be governed by the work conditions as determined by the client.
15. We take this opportunity to appreciate your continued effort in this organization. We expect you to show your best and working hard as earlier and we trust our association will be long and mutually beneficial.
16. In case for any emergency, If you require any document, you can submit any other equivalent other replacement document.
17. This is to inform that during your stay you are required to abide by the company policies.
18. Absent without written permission will attract serious disciplinary action. And your bond period will get extended by three times the number of days absent.

Harsh Kumar M. Medhi

19. In case of any REAL emergency, on returning from leave, you are required to submit in writing the request for regularization along with PROOF of REASON specified for example Doctor Certificate, etc. Softpal Management shall have the all the freedom and right to accept the reason or disqualify, and take the above mentioned disciplinary action.
20. As and when possible, during Absence period, you are required to work from home by connecting to Office system remotely. You can try your best to communicate and take help of others in office and make sure the urgent client issues are completed.
21. Work should be planned by you. Submit your work plan well in advance. Send updated work status every day before leaving.
22. You are expected to put all the required efforts to complete the work in predefined reasonable time, Quality and as expected by client.
23. You are required to follow formal descent dress code. In-Shirt/Tuck your shirts properly, do not fold sleeves comb your hairs properly etc. Jeans, T-Shirts are only permitted on Saturdays and Sundays.
24. Cell phones are strictly not permitted, not even in silent mode.
25. You are permitted to accept any offers in other companies only after you complete your "Notice Period". You are permitted to apply for jobs after you complete your Bond Period and submit your choice to discontinue to Softpal management.
26. It has come to our notice from the prospective employers of our staff, where our employees have applied for a Job. This is in gross violation of NDA. Please co-operate with us in maintaining the NDA. It is requested of our employees that they should not discuss the project details of Softpal with any person not associated with Softpal. Since all our projects are under NDA with the owners of the project.
27. You are not permitted to write any of the Softpal Clients, Customers, Software products, projects names or features or any part thereof, in your resume without having a written permission from Softpal Management. Before submitting your resume to any job opportunity, you are required to take approval of the content from Softpal Management.

This appointment letter is sent to you in duplicate. You are requested to return the duplicate copy, duly signed, signifying your acceptance of the offer made to you.

Thanking you,
For Softpal Technologies Pvt Ltd.


(PARESH KUMAR M MODI)
C.E.O



Date: 13/11/2023

Offer of Employment

Hi,
Mr. Tarun Murali
H. No. 29-694/1/3,
Vinayak Nagar, Near Three Temples,
Safilguda, Malkajgiri,
Hyderabad-500056
Telangana.
Phone No: 6305270467

Welcome to M/s. JobX Robot Pvt Ltd!

It gives us immense pleasure in inviting you to join M/s. JobX Robot Pvt Ltd as one of its valuable members. We believe that the growth of an organization is fuelled by the enthusiasm and energy of people who are willing to invest into its future. We therefore believe that all our employees are truly our Associates in our road to the future. We are happy that you are one such Associate joining us in our efforts to create a truly global organization.

We are pleased to inform you that you have been offered training and employment in M/s. JobX Robot Pvt Ltd.

Your total stipend will be Rs.5000/- PM (Rupees Five Thousand per month) during six month of training.

After training, you will be employed as Software Developer and monthly salary will be fixed on your skills and abilities.

You will be part of the Software department and you will report to the Manager assigned by M/s. JobX Robot Pvt Ltd.

This offer has been made based on the information furnished by you. However, if there is a discrepancy in the given documents / certificates then the company reserves the right to revoke the offer at any time.

We trust your knowledge, skills, experience and commitment will be among our most valuable assets. We look forward to you having a successful career at M/s. JobX Robot Pvt Ltd.

Wishing you all the best,
Yours sincerely,
For M/s. JobX Robot Pvt Ltd.

Gautama H
HR Manager



JobX Robot Private Limited

Plot No : 766, Defence Colony, Sainikpuri, Medchal - 500094

Email : info@jobxrobot.com

BE YOURSELF, MAKE A DIFFERENCE.

accenture

06-Sep-2022

C7071610



**For Accenture use only*

Kelvin EMMANUEL Kunchala

H. No : 4-16/7, Gandhi Nagar, Medipally, uppal, hyderabad. 500098, 500098 500098

Management Level - 13

Sublevel - 3

Job Profile - Digital Content Management New Associate

Job Family Group - Business Process Delivery

Business Deal - Digital Operations

Dear Kelvin,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in **Hyderabad**, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

Version 8.0 July 2022

1

Candidate's Signature

Reference Id: fdc6ec9f-cda8-434b-b8f2-06ee10f9c0b2_2
Signed By: Jal Rumi Master



Capgemini Technology Services India Limited
(Formerly known as IGATE Global Solutions Limited)
IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,
Navi Mumbai 400708, Maharashtra, India.
Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121
www.capgemini.com/in-en

Superset ID: 2359536

Letter of Intent ("LOI")

Dear Nigamanjani Kompella,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of **Analyst** and **A3** with **Capgemini Technology Services India Limited** (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in **Annexure 1** to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact fresherhiring.in@capgemini.com, please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2359536**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2359536**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2359536**

Thanking you,

Yours Sincerely,

For & On Behalf of Capgemini

Tejinder Sethi

Head - Fresher Hiring

This is a system generated document and does not need a signature

ANNEXURE 1

Nigamanjani Kompella
Associate and A3

You will be under probation for six (6) months from your date of joining Capgemini. During this period, your all-inclusive annual target compensation (on a cost to company basis) will be **INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. **Subsequent to your successful completion of training and probation, your all-inclusive annual target compensation (on a cost to company basis) will continue at INR 2,75,000/- (Rupees Two Lakh Seventy-Five Thousand only)**. On completion of 1 year of service from your date of joining, you will receive a fixed incentive of **INR 25,000 (Rupees Twenty-Five thousand only)**

Based on your Date of Joining, your compensation shall be paid monthly. The Company shall deduct tax at source at the time of making payment

For & On Behalf of Capgemini

Tejinder Sethi
Head - Fresher Hiring

[Submit & Print](#)

May 17, 2022

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

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

Dear Devendar Kandula,

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

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering Institution / University in India.

The duration of the academic program shall be 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro" or "Company").

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

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

Yours sincerely,
For Wipro Limited,

Aparna Shailen
General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

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

2. DURATION:

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

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

3. Appointment details:

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

4. Scholarship/Stipend and Benefits



Date: 14-Dec-21

Dear Vandana T,

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

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

TERMS AND CONDITIONS:

1. **Gross Cost to Company:** The position includes a gross CTC of Rs. **2,50,000/-** (Rupees Two Lakhs Fifty Thousand Only) per annum, before deductions, as explained further in Annexure 1.
2. **Annual Guaranteed Compensation.** Your Annual Guaranteed Compensation will be Rs. **2,37,500/-** (Rupees Two Lakh Thirty Seven Thousand Five Hundred Only).
3. **Annual Variable Compensation.** Depending on your and company's performance, you would be entitled for an Annual Variable Compensation maximum of Rs. **12,500/-** (Rupees Twelve Thousand Five Hundred Only). The Annual Variable Compensation shall be calculated on the Gross Cost to Company for each grade of employee and at the percentage mentioned in the Employee Hand Book which you can access in company's Intranet portal 'HIVE'. On your joining the company, you undertake to go through company's intranet and get familiar with all the applicable policies and processes of the company.
4. **Other Benefits.** Upon you joining the Company, you will be positioned as **Grade JL1B** in the Company which entitles you to certain other benefits. The details are enclosed in Annexure 1.
5. **Medical Insurance:** In accordance with the Company's policy, you and your family (one spouse & maximum 2 Children) will be covered under a Medical Insurance scheme, the benefits of which are enclosed in Annexure 1.
6. **Location:** Your initial place of work will be **Hyderabad**. However, your services are transferable, and you may be assigned after reasonable notice to any location in India or abroad where the Company or any one of its associates or customers, conducts business. While on transfer, you will be governed by the rules, regulations and conditions of service of that location.
7. **Annual Leave:** You will be entitled to twenty-four (24) working days of leave per annum subject to prior approval by your reporting manager of the Company. On your joining, kindly refer to the Company's leave policy for further details in this regard. By agreeing to these terms and conditions, you agree to visit Company's intranet at periodic

CSS Corp Private Limited

CIN: U72900TN2000PTC115034

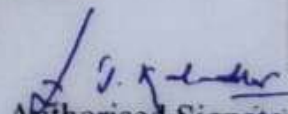
Regd Address: Plot No-32 A&B, 6th, 9th & 10th Floor, Ambit IT Park, Industrial Estate,
Ambattur, Chennai Tel: 91 44 66768000, www.csscorp.com



Bhanu Prakash Gorla

Emp ID : 2037

B+ve


Authorised Signatory

JNET Technologies Pvt. Ltd.

Raghuma Towers, 5th Floor, 1-89/3/4,
Hi-Tech City Main Road, Madhapur,
Hyderabad - 81. Ph : +91-40-40138535/36
www.jnettechnologies.com

NBL/HRD/OFFR_LTR-24/2023-24

Date: 30-01-2024.

Mr. Neelakantam Ankith,

Flat No : 301, 3rd Floor Sri Rama Sumithra Residency,
Shiridi Nagar, Yellareddy Guda,
Kapra, Hyderabad – 500062.

OFFER OF EMPLOYMENT

Dear **Ankith,**

This has reference to your candidature and subsequent interviews you had with us.

We are pleased to offer you the position of “**Executive – Refinery**”, for our Oil Palm Factory unit located at Jangareddygudem, Eluru District, AP and the terms and conditions mutually discussed and agreed upon. The detailed breakup will be intimated along with your appointment letter on your joining us.

You are expected to join us at our factory location on or before **01-04-2024**, till which time this letter of offer is valid, unless it is extended in writing. Work related entitlements, terms of employment and your responsibilities will be intimated to you by a formal appointment letter, upon your joining our company.

You are required to furnish copies of the following documents at the time of joining.

- 1 Passport Size Photograph – 2 No's.
- 2 Photocopy of your Educational Qualification and Age Proof (Original & Xerox Copy).
- 3 Relieving Letter from your previous organization (Original & Xerox Copy).
- 4 Proof of Savings Account number and IFSC code for payment of your salary.
- 5 Last Three Month's Salary Slips and 6 months bank statements.
- 6 PAN Card & Aadhar Card Copies (2).
- 7 Dependents Passport Size Photos & Aadhar Card Xerox Copies.

As a token of your acceptance of this offer, please return to us, a duly signed copy of this offer. We look forward to welcoming you to our organization & wish you a long and fruitful association.

Thanking You,

For NAVABHARAT LIMITED,

V. K. C. Padmanath

Authorized Signature



Received original hereby accepted.

Neelakantam Ankith

Navabharat Limited

Corporate Office:
H No. 8-2-325, Road No.3,
Banjara Hills, Hyderabad,
TS, INDIA- 500034
t: +91 40 2354 0312

Factory & Registered Office:
17-474, Aswaraopeta Road,
Uppalmetta, Jangareddygudem,
West Godavari, AP, INDIA- 534447
t: +91 882 122 5387

Marketing Office:
1st Floor, No.5-9-22,
Mansarovar Building, Secretariat Road,
Hyderabad, TS, INDIA- 500063
t: +91 7993290532

e: info@navabharat.in
w: navabharat.in

GSTIN: 37AABCN8128L123
CIN: UD1119AP1992PLC015101

Payslip for the month of January 2023

Employee Name : G Rajesh kumar	Date of Joining : 19.10.2022
Employee ID : 11761653	Service Date : 19.10.2022
Designation : Senior Assistant Service Delivery Coordinator	Days in Month : 31.00
Department : Project Management	Paid Days : 31.00
Location : Hyderabad	LOP Current : 0.00
PAN : DUWPG7406P	LOP Arrear/Reversal : 0.00
ESI No :	
PF No : XXXX/XXXX/XXXX	
UAN :	
Bank Name : HDFC BANK	
Bank Account : 50100437154802	

EARNINGS & ALLOWANCES			DEDUCTIONS		
	Amount	YTD Amount		Amount	YTD Amount
Basic Salary	13,026.17	44,541.09	Ee PF contribution	1,563.00	5,345.00
Statutory Bonus	2,231.00	7,628.58	Professional Tax	200.00	600.00
House Rent Allowance	6,513.00	22,270.25	Ee LWF contribution		2.00
Sign on Bonus		20,000.00	Rounding Off	0.17	0.92

(*) denotes back pay adjustment.

Gross Earnings	21,770.17	94,439.92	Total Deductions	1,763.17	5,947.92
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Net pay 20,007.00

Amounts in Words - TWENTY THOUSAND SEVEN RUPEES

Superannuation Funds:	Amount	YTD Amount
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FBP Prorata Report

Component	Allocation For the Year (A)	YTD Eligibility (B)	Claims for the month (C)	Claims till date (D)	Claimed as Fully taxed (E)	Unclaim/Excess Payment (F)	Balance (G = A-D-E-F)	Unpaid Claims (H)
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"Reimb" - Denotes Reimbursement

**This is an auto generated payslip, therefore does not require a seal and signature. If you have any questions regarding the contents of this payslip, please contact the HRConnect - <https://hrconnect.dxc.com>.



**Tide Platform Technology and
Servicing Private Limited**

**Registered Office: 13AB, Level 13, Sanali Spazio
Plot No. 19, Software Unit Layout, Madhapur,
Hyderabad TG 500081, India
T: +91-8977516116
E-mail id: cosec@tide.co
CIN No. U72900TG2021FTC155357**

19/02/2024

Shiva Adunuru

Zahid Nagar

Uppal

Hyderabad, Telangana- 500039

Dear **Shiva**,

Subject: Your Appointment as “Ongoing Monitoring Analyst” and Terms & Conditions

Reference to your application and recent interview with us, we are pleased to appoint you as **Ongoing Monitoring Analyst** in Tide Platform Technology and Servicing Private Limited (hereinafter referred to as “**Company**”) with effect from **19/02/2024** (Date of joining) under the following terms and conditions (“**Employment Agreement**”).

The terms of this Employment Agreement are strictly confidential between you and the Company, and any breach of confidentiality may result in withdrawal of this offer or termination of your employment. This Employment Agreement supersedes all of our prior written and oral communications with you on this subject and can only be modified by a written letter signed by the Head of the Human Resources department of the Company or the Chief Executive Officer of the Company or such other officer as may be authorized by the Company.

1. Place of Work & Period of Appointment

- a) Your initial posting will be at our office. Your place of work may be changed to any other location to address business / client requirement as directed by the Company.
- b) However, during your employment with the Company, you may be required to travel to other locations in India or abroad, without any change in the terms and conditions of your employment. If you are required to travel for effecting official business of the company, you will be eligible to claim travel expenses etc., as per the policies of the Company.
- c) Your appointment shall commence on **19/02/2024**.



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**Registered Office: 13AB, Level 13, Sanali Spazio
Plot No. 19, Software Unit Layout, Madhapur,
Hyderabad TG 500081, India**

T: +91-8977516116

E-mail id: cosec@tide.co

CIN No. U72900TG2021FTC155357

- d) Your appointment and continuation in employment of the Company will be subject to your being and remaining medically fit.
- e) Your manager will have the authority to change the portfolio of your responsibilities, as may be required, from time to time.

2. Remuneration

- a) Your annual Gross salary will be INR **800000** . The break- up of your salary shall be as per the statement annexed to this letter at Annexure 1. To the extent any documentary proof or supporting documents are required for any payments to be made by the Company to you, the Company shall not be liable for non-payment thereof on account of your failure to submit any such documentary proof or supporting documents within the time stipulated by the Company.
- b) All the tax liabilities are to your account. Appropriate deductions for tax, professional tax, employee's contribution towards provident fund and such other applicable taxes shall be made by the Company from the compensation payable to you.
- c) Company at its complete discretion, revise your compensation in future.
- d) Your compensation will be subject to deductions as application under provisions of Income Tax Act. 1961 and other application laws in India.
- e) The Company may modify its standard benefit package from time to time, as it may deem necessary in its sole discretion, which would thereby also modify the benefits available to you.

3. Probation Period

- (a) You will be on a probationary period of **six** months from the date of joining. The probation period may be extended by additional **three** months at Company's discretion in case of unsatisfactory performance.
- (b) During the Probation Period, you or the Company may terminate your employment at any time and for any reason whatsoever by giving a minimum notice period of **one** month or by payment of one month salary (basic) in lieu of the notice period.

4. Date of birth.

- (a) Your date of birth as per documents provided by you is **01/08/2001**.

5. Work Conduct



**Tide Platform Technology and
Servicing Private Limited**

**Registered Office: 13AB, Level 13, Sanali Spazio
Plot No. 19, Software Unit Layout, Madhapur,
Hyderabad TG 500081, India**

T: +91-8977516116

E-mail id: cosec@tide.co

CIN No. U72900TG2021FTC155357

- (a) During your employment with the Company, you shall devote your best efforts for promoting the Company's (and of any other relevant affiliate and / or business associate of the Company) business.
- (b) You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
- (c) You shall not, except with the prior written consent of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise which will be either for profits or otherwise or which is in anyways detrimental whether directly or indirectly, to the Company's interests.
- (d) You will be bound by the Code of Conduct/policies and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, as part of this contract of appointment.
- (e) You shall devote yourself exclusively to the performance of your duties during normal working hours at your place of employment and at all other times that may be necessary for the proper performance of your duties except in case of illness or accident.
- (f) You shall at all times keep your manager or any other person that your manager may nominate, promptly and fully informed (in writing if so requested) of your conduct of the business or affairs of the Company and provide such explanations as he/she or they may require in connection therewith.
- (g) As an employee of the Company, you will be required to comply with all applicable information security policies and procedures in force during the period of your employment and for 12 months after your employment has ended.

This will include, but is not limited to:

- Remote Working Policy
- Mobile Device Policy
- Internet Acceptable Use Policy
- Data Protection & Privacy Policy



**Tide Platform Technology and
Servicing Private Limited**

**Registered Office: 13AB, Level 13, Sanali Spazio
Plot No. 19, Software Unit Layout, Madhapur,
Hyderabad TG 500081, India**

T: +91-8977516116

E-mail id: cosec@tide.co

CIN No. U72900TG2021FTC155357

- Data Retention Policy

- (h) Failure to comply with the above policies and procedures may result in disciplinary action being taken in accordance with the Tide employee disciplinary procedure.

6. Hours of work

Official work timings will be communicated to you by the Company. You may be required to work outside normal working hours and/or on other days, as may be required by the Company from you from time to time, or for you to complete your work and obligations. In such instances you will not be eligible for any additional compensation.

7. Leave

As a full-time employee, you will be entitled to paid leaves in accordance with the leave policy of the company.

8. Training

You may be imparted training on-the-job and periodically when the training programs will be organized. The Company lays high importance when training its employees and spends considerable resources on it. A full commitment from the employee side is expected during the training period.

9. Fitness

In order to perform your duties towards the company, you are required to keep yourself in good health and fitness both physically and mentally. The company may subject you to medical checkup at regular intervals. If it is found on your medical checkup that you are not physically or mentally fit to perform your duties towards the company, your services will be liable to be terminated.

10. Representation and Warranties

You hereby expressly represent and warrant to the Company that:



**Tide Platform Technology and
Servicing Private Limited**

**Registered Office: 13AB, Level 13, Sanali Spazio
Plot No. 19, Software Unit Layout, Madhapur,
Hyderabad TG 500081, India**

T: +91-8977516116

E-mail id: cosec@tide.co

CIN No. U72900TG2021FTC155357

- (a) You have duly completed all the necessary formalities in relation to the termination of your employment with your previous employer.
- (b) You will not, so long as you continue to be employed with the Company, disclose or misuse any confidential information that may have been disclosed to you during the course of your employment with any of your former employers.
- (c) You will not accept any commission or any kind of gratification in cash or kind from any person, firm, institution or organization having dealings with the Company and if you are offered any, will immediately report the same to the management of the Company in writing.
- (d) You confirm that you do not have and have not brought to premises of the Company and shall not use for the business of the Company any confidential or proprietary information or trade secrets including but not limited to products, designs, methods, know-how, formulae, technologies, systems, processes, software programs, supplier list, customer lists, customer pricing and order data, projects, plans, proposals, technical information or other information belonging to your former employers or associates.

11. Disclosure of Information

You confirm that you have disclosed all your as well as your relatives' business interests in the Company whether or not they are similar to or in conflict with the business (es) or the activities of the Company and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. You agree to immediately disclose, to the Company any such interests or circumstances which may arise during your employment.

12. Confidentiality

- (a) All information regarding the affairs or business matters of the Company (and of any other relevant affiliate and/or business associate of the Company) including but not limited to concepts, working methods, client portfolios, strategies, inventions, research, products, designs, methods, know-how, customer list, supplier list, marketing and business plans, prototypes, data, customer pricing and order data, projects, plans, proposals, market knowledge, projects, potential project, financial information, technical information and all such other information which is deemed



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to be confidential in the context of the business of the Company that come to your knowledge by reasons of your employment is deemed to be confidential and considered a trade secret.

- (b) You shall be required to maintain strict confidentiality of such information and data that may come to your possession or knowledge by virtue of the engagement, use it only as may be required in the normal course of your work and shall not disclose or divulge any information or data, without prior consent of an authorized officer of the Company.
- (c) You shall at all times keep the details of your salary and employment benefits at the Company strictly confidential and shall not disclose such details to any other person within the Company.
- (d) You shall use the Company name, Logos trademarks or other identifiers strictly in the manner permitted by the Company's policies or for the purposes of provision of Services delegated to you to the extent required.
- (e) You shall at all times, whether during or the termination of your employment act with utmost fidelity and shall not disclose or divulge any such confidential information to third parties or make use of such information for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- (f) This clause applies during the employment and continues even after expiry or termination of employment. Failure to adherence to this clause will invite legal action by the Company and you shall indemnify and hold Company harmless for any losses incurred by Company for any breach of confidentiality obligation.

13. Monitoring Policy

- (a) Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company.
- (b) If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

14. Termination of Contract and Notice Period

- (a) During the Probation Period (including any extension), services may be terminated by either party by giving written notice of **One** month to the other party or payment in Lieu of the notice period.



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- (b) Post expiry of the Probation Period, your employment with the Company may be terminated by either party, at will, by giving **One** month notice or salary in lieu of notice. Provided however that, unless you have handed over your duties and responsibilities, to the satisfaction of the Company to such officer as may be designated by the Company, you will not be eligible to be released from the Company prior to the expiry of the notice period **One** month. The decision of the Company in this regard shall be final and binding upon you.
- (c) The Company also reserves the right to forthwith terminate your employment on the grounds mentioned in clause 10 (d) below. In such an event, you will be subject to immediate dismissal and the Company will not be liable to pay you for the notice period. The Company further reserves the right to initiate legal action as it deems fit.
- (d) The Company shall be entitled to terminate your employment with immediate effect without serving a notice of termination on occurrence of any of the following events
 - (i) If at any time during the course of your employment, it is found that you have made a false or an incomplete declaration with regard to your qualification / experience and other detail, your appointment will be treated void with immediate effect without any payment in lieu of notice period; or
 - (ii) If at any time during the course of your employment, it is found that you have committed any act of gross misconduct or serious breach of employment terms, been guilty of conduct tending to bring yourself or the Company into disrepute, been absent for a continuous period of 10 days without approval/information, indulged in policy violation/fraud/financial irregularities and/or been found to demonstrate unsatisfactory job performance your employment with the Company will be terminated forthwith and you shall not be entitled to any notice period or payment in lieu thereof; or
 - (iii) The Company may terminate / suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal inquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude. Examples include but not limited to rape, forgery, robbery, etc. (ii) sexual harassment or (iii) other act that threatens or (iii) Gross Misconduct (iv) breach of this Agreement or an act likely to damage the Company's reputation; or



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- (iv) If the Company is informed of any previous conviction by any court of law involving moral turpitude; or
- (v) Your performance is not as per the agreed terms in the sole judgment of the Company.

15. Assignment of Developments

- (a) If at any time during your employment with the Company, you shall (either alone or with others) make, conceive, discover or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formulae, data, technique, know-how, secret or intellectual property right whatsoever or any interest therein (whether or not patentable or registrable under copyright or similar statutes or subject to analogous protection) (herein called "**Developments**") that relates to the business of the Company or any of the products or services being developed, manufactured or sold by the Company or that may be used in relation therewith, such Developments and the benefits thereof shall immediately become the sole and absolute property of the Company and its assigns, and you shall promptly disclose to the Company of each such Development and you hereby agree to assign any rights that you may have or acquire in the Development and you hereby agree to assign any rights that you may have or acquire in the Developments and benefits and/or rights resulting there from to the Company and its assigns without further compensation and shall communicate, without cost or delay, and without publishing the same, all available information relating thereto to the Company.
- (b) Upon the request of the Company, you shall execute and deliver all the documents and do other acts which are or may be necessary to document such transfer or to enable the Company to file and prosecute applications for and to acquire, maintain, extend and enforce any and all patents, trademark registrations or copyrights under Indian law or foreign law with respect to any such Developments. In the event the Company is unable for any reason, after reasonable effort, to secure your signature on any document needed in connection with the actions specified in this clause, you hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as your agent and attorneys in fact, which appointment is coupled with an interest, to act for and in your behalf to execute, verify and file any such documents and to do all other lawfully



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permitted acts to further the purposes of this clause with the same legal force and effect as if executed by you. You hereby waive any and all claims, of whatsoever nature against the Company.

16. Deductions

During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:

- i. Any debt or advance for the time being owed by you to the Company.
- ii. Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: and
- iii. Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same).

17. Return of Company Property

- (a) You shall promptly upon request by the Company and in any event upon the expiry or termination of your employment return and surrender to Company laptop and other assigned assets, all such confidential information including without limitation, data, information, files, books, magazines, reports, documents, manuals, any knowledge database in whatever form including but not limited to electronically held data that concerns the business of the Company which may have been prepared by you or come into your possession custody or control in the course of your employment.
- (b) You shall not keep any copies of these items in any form whatsoever.
- (c) Violation of this clause may invite legal action.

18. Non-Competition and Non-Solicitation

In the event of your separation from Company for whatever reason:

- (a) For a period of 1 year thereafter (except with the written approval of the Company) you will not solicit business in competition with the Company nor pass information to a third party that may result in the same effect from any other organization which is at the data of separation a client or a prospect with which negotiations are underway neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company.



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- (b) You agree that for a period of 1 (one) year after your separation from the Company you will not endeavor to solicit or entice away any person who is an employee of the Company or who was in its employment up to 6 months preceding your severance.

19. Indemnity

You shall indemnify and keep indemnified the Company against any/all claim, liability, loss, damage, and/or litigation, arising incurred and/or suffered by the Company, the board of directors of the Company or any employee of the Company on account of willful default or negligence on your behalf in the conduct of the affairs of the Company or on account of breach of the terms and conditions of this Employment Agreement.

20. Miscellaneous

- (a) You hereby undertake that you will not, directly or indirectly, whether to directors, consultants, customers, suppliers, employees, bankers, advisors, of the Company in any capacity or manner, make, express, transmit, speak, write, verbalize or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing), any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that might reasonably be construed to be disparaging of, or derogatory or critical of, or negative toward, the Company or any of its directors, officers, affiliates, shareholders, subsidiaries, employees, agents or representatives or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Company.
- (b) You shall upon reasonable notice, furnish such information and render proper assistance to the Company as it may reasonably require in connection with any litigation in which, it is, or may become, a party either during or after or in connection with your employment with the Company including post termination of your employment if so required by the Company.
- (c) Your appointment is contingent upon Medical Fitness Certificate satisfactory reference background checks, including verification of your application materials education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligation or other restrictive clauses with any previous employer).



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- (d) You will be governed by the Company's policies during the course of your employment. It will be obligatory on your part to ensure compliance to the applicable statuses, regulations and requirements laid down by the Company and other regulatory and statutory bodies. Violation of the terms and conditions mentioned herein would attract disciplinary and/or legal action, including immediate termination.
- (e) The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies and abide by the same.

21. Jurisdiction and Dispute Resolution:

In the event of any dispute regarding the terms and conditions of your appointment, the same will be subject to the laws of India and the Courts of will have exclusive jurisdiction.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association. You're joining us at an exciting phase of your journey or building a world class firm and we are counting on you to help us get there.

Kindly return a copy of this letter duly signed by you in acceptance of the terms and conditions set out herein.

Yours Sincerely,

Tide Platform Technology and Servicing Private Limited

Sayantika Majumdar

Sayantika Majumdar

Lead People Operations



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I hereby accept and agree to the terms and conditions of this employment contract and any amendments, additions hereto. I also promise to adhere and abide by the policies and regulations of the Company as mentioned and amended from time to time.

Signature *Shiva Adunuru*

Name: **Shiva Adunuru**

Date 07/03/2024



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ANNEXURE – A

Name	Shiva Adunuru	
Team	Ongoing Monitoring	
Designation	Ongoing Monitoring Analyst	
Global Title	Ongoing Monitoring Analyst	
Job Family	A1	
Date of offer	09/02/2024	
Date of Joining	19/02/2024	
Component	Monthly	Annual
Basic Salary	33333	400000
HRA	0	0
Transport Allowance*	0	0
Shift Allowance	0	0
Flexible Allowance	33333	400000
Gross (A)	66666	800000
PF employer**	1800	21600
Statutory Contributions (B)	1800	21600
Gross with statutory (A+B)	68466	821600
Gratuity		19231
Other (specify)		0
TOTAL OTHERS (C)		19231
Total Annual CTC (A+B+C)		840831

* Transportation Allowance: Is an allowance paid to meet the travel cost of an employee. This will be taxed as per regulation. In case in future Company introduces a transport facility, the employee will have an option to continue with this allowance or instead choose the Company transportation services.

**** Gratuity is a notional value and will be paid as per the Payment of Gratuity Act only at the time of separation, subject to the completion of minimum tenure as defined in the Act.

Please note that the above break up is indicative and may change, without impacting the Annual CTC value.

SALARY IS SUBJECT TO TAX DEDUCTIONS AS PER LAW



17-May-2024

Sneha Nadumpurath



Dear Sneha,

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

Your annual total compensation will be **INR 369,996**. This includes an annual incentive target of **INR 18,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 15 months of your experience as relevant in this offer, which will be kept up-to-date in our records.

2 / 9

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

We request that you join us on or before **27-May-2024**.

Please note:


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

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

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

Best regards,

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


Shibu Balakrishnan
AVP – HR

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

Signature:

Date:

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



Compensation and Benefits

Name: Sneha Nadumpurath

Designation: Senior Process Executive-Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	10275	123,300
2	HRA	6165	73,980
3	Conveyance Allowance	800	9,600
4	Company's contribution of PF #	1800	21,600
5	Advance Statutory Bonus***	2000	24,000
6	Special Allowance*	8293	99,516
	Annual Gross Compensation		351,996
	Incentive Indication (per annum)**		18,000
	Annual Total Compensation		369,996
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		389,496

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

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

Leave and vacation:

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

Category of Leave



BIRLA OPEN MINDS

INTERNATIONAL SCHOOL
LB NAGAR

EMPLOYEE ID CARD



Employee ID : OMLB60366
Name : Gayatri Rao Molugu
Blood Group :
Designation : Teacher. (L.O)
Emergency Contact No :


PRINCIPAL

Date: 05 Sep 2022

Mr VEMULA SAMMESHWAR
Nemila namila

nalgonda 508105

Employee No: 2573360

Dear Mr VEMULA SAMMESHWAR

Appointment Letter

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

1. Your contract will commence from 05 Sep 2022 and expire on 04 Sep 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 05 Sep 2022 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

9. The salary payout will be made latest by 9th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. The nature of your relationship with TeamLease will be that of contract of service from 05 Sep 2022 to 04 Sep 2023 . Upon expiry or termination of the work Assignment, your employment with TeamLease shall stand terminated forthwith.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

ENDORSEMENT

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: VEMIL A SAMMESHVAR

Salary Annexure

Employee No: 2573360

Particulars	Amount
Basic	9338
House Rent Allowance	860
Monthly LTA	1500
Employer PF Contribution	1121
ESIC - Employer	332
Employer Presents Monthly	1500
TotalAmount	14651
Amount In Words(Rs)	Fourteen Thousand Six Hundred Fifty One Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	9338
House Rent Allowance	860
Monthly LTA	1500
Employer Presents Monthly	1500
Gross Earnings	13198
DEDUCTIONS *	Amount
Employee ESI	77
Employee PF	1121
Total Deduction	1198
Net Salary	12000

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

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

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

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The link to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood your responsibilities in ensuring a safe workplace.



vaishnavi reddy <vaishuv975@gmail.com>

Thank you for accepting the job offer Mar_Ops_Jr_RCR_AR, welcome!

2 messages

IKS Health Talent Acquisition <noreply@ikshealth.com>
To: vaishuv975@gmail.com

23 November 2022 at 09:05

Welcome!

Congratulations, you just accepted the job offer: Mar_Ops_Jr_RCR_AR.

We look forward to you joining this team.

Best Regards,

Team Talent Acquisition

Inventurus Knowledge Solutions Pvt Ltd

vaishnavi reddy <vaishuv975@gmail.com>
To: anilk.aoc@gmail.com

7 November 2023 at 19:08

[Quoted text hidden]



vaishnavi reddy <vaishuv975@gmail.com>

Regarding AR form

3 messages

RAVALI GOUNI <ravali.gouni@ikshealth.com>

26 September 2022 at 11:20

To: "vaishuv975@gmail.com" <vaishuv975@gmail.com>

Dear Vaishnavi,

Kindly fill this AR form and share it

Dear Candidate,

We are reiterating your role and certain other aspects associated with it below.

Please read it and confirm your acceptance to the same.

Role:

- You will be a liaison between Insurance companies referred to as "Payors" and the Physicians, Patients/Hospitals/Ambulatory services (referred to as "Providers") in the US
- The main role is Calling (80%) and Back-end service, non-calling (20%)
- Calling will involve using with your headphones for majority of the day.
- Your key activity will involve "Calling" the Insurance companies to clear/settle the claims raised by the Providers. This will help generate Revenue and maximize Cash for the Providers.
- With increasing focus of Value based care in US, Providers need our services to effectively coordinate with the Insurance Companies on their behalf to have their claims/bills cleared and paid.

Parallely, you will also have the following non-calling tasks:

- Analyze why claims have been denied by the Insurance companies, verify its authenticity, understand causes and resolve them.
- Ensure claims are followed up as per assigned ticklers within the stated time line.
- Manage ageing on the assigned work file.

Night shift:

This role will require you to work in Night shift.

You will be eligible for a shift allowance of Rs. 75/day for the days you have worked. This allowance will be consolidated and reimbursed to you at the end of the month.

Pick & Drop?

Pick & Drop service will be provided since you will be operating in Night Shift. For regular shifts, employees make their own travel arrangements. Also reiterating, pick and drop will be provided only if you reside within the following transport boundary. Failing which we request you not to accept the offer.

Our transport boundary for providing Pick & Drop is as follows:

Transport boundary for Mumbai:

Central Line: Between Badlapur (W) (Ramesh Wadi)/ Badlapur (E) (Overhead Water tank on Badlapur - Katai Road) & CST all city limits.

Harbor Line: Between Panvel (ST Depot), New Panvel (Sukhapur) & CST all city limits

Western Line: Between - Churchgate, Borivali (till Gorai Jetty), Malwani Church, Mira Road (Golden Nest Circle)

Isolated areas where transport cannot be provided due to safety & security concerns are Uran, Ulwe, Diva.

Transport boundary for Hyderabad:

1. Hayath Nagar
2. BN Reddy
3. Balapur
4. Aramgarh X Roads
5. Hydershakote
6. Tolichowki
7. Hi-tech City (Shilparamam)
8. BHEL Main gate
9. Jeedimetla
10. Suchitra
11. Risala bazar
12. Rampally
13. Ghatkesar
14. Borabanda

Leaves during training period?

Our training programs are such that every single day of training is crucial from your role perspective, missing your training would have an impact on the subsequent topics and the batch in general hence you are not eligible for taking leaves during the 3 months training period (Emergencies are considered depending on the situation with permission from your Trainer).

Salary

You will have a Fixed salary of Rs. 250,000/- annually. The salary breakup after deduction will look like below:

Metrix	Annual Components	Monthly Components
Basic	125000	10417
HRA	62500	5208
Special allowance	19269	1606
Statutory bonus	8400	700
Provident Fund	18320	1527
ESIC	6993	583
INSURANCE	3505	292
GRATUITY	6013	501
Gross Salary	250000	20833
In-hand Salary Monthly		15890

Variable pay: In addition to gross ctc, you will be paid Variable pay bonus which is basis your performance and company's performance.

Working within India:

As per our contractual obligations with clients we are not allowed to operate from anywhere outside of India. While you are working from Home, please ensure you are working from India.

Desktop:

To effectively perform your duties you will be assigned a Desktop.

Laptop will not be provided.

Please reconfirm that you have understood your Role, the “no leave policy during Training” and the other aspects mentioned above completely.

ANSWER:

Have you recently appeared for any Exam for further studies or Government jobs for which you are awaiting result? If yes, then provide details of such exam or job opening.

Answer:

What are your plans for further studies? Is any leave required for the same during the initial Training period?

Answer:

Please reconfirm you have carefully read the section on “Transport boundaries” and are aware that transport facility will be provided back and forth only for the destinations mentioned above.

Answer:

Thanks and Regards
Ravali.G

Disclaimer: This message (including any attachment) is confidential and may be legally privileged. Access to this message by anyone other than the intended recipient(s) listed above is unauthorized. If you are not the intended recipient you are hereby notified that any disclosure, copying, or distribution of the message, or any action taken or omission of action by you in reliance upon it, is prohibited and may be unlawful. Please immediately notify the sender by reply e-mail and permanently delete all copies of the message if you have received this message in error. This e-mail message including attachment(s), if any, is believed to be free of any virus. However, it is the responsibility of the recipient to ensure that it is virus free and IKS Health accepts no liability for any damage caused by any virus transmitted by this email.

11/7/23, 7:18 PM

Gmail - Regarding AR form

To: RAVALI GOUNI <ravali.gouni@ikshealth.com>

Dear Vaishnavi,

[Quoted text hidden]

ANSWER:Yes

Have you recently appeared for any Exam for further studies or Government jobs for which you are awaiting result? If yes, then provide details of such exam or job opening.

Answer:NO

What are your plans for further studies? Is any leave required for the same during the initial Training period?

Answer:NO

Please reconfirm you have carefully read the section on "Transport boundaries" and are aware that transport facility will be provided back and forth only for the destinations mentioned above.

Answer:Yes

Thanks and Regards
Ravali.G

[Quoted text hidden]

vaishnavi reddy <vaishuv975@gmail.com>
To: anilk.aoc@gmail.com

7 November 2023 at 19:02

[Quoted text hidden]



vaishnavi reddy <vaishuv975@gmail.com>

Congratulations, job offer Mar_Ops_Jr_RCR_AR is extended to you, your response is needed

1 message

IKS Health Talent Acquisition <noreply@ikshealth.com>
To: vaishuv975@gmail.com

23 November 2022 at 08:59



Congratulations!

Your job application was successful, and a job offer is now extended to you:

[Mar_Ops_Jr_RCR_AR](#)

We look forward to you accepting the job offer and joining this team.

Best Regards,

Team Talent Acquisition

Inventurus Knowledge Solutions Pvt Ltd

Respond to Job Offer



PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College

Date: 07-07-2022

Dear Matta Naga Sravani (BSC MPCS)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an “Associate”. Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th,12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College
Date: 6-April-2022

Dear Rufus Benher (BSC -MPCS),

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note. The compensation package offered to freshers' is up to 2.50 LPA - Package differs based on the Client, individual's skill set, and various other selection parameters.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs
- 10th, 12th, and UG/PG education certificates - (whichever is completed)
- E-Aadhar card-mandatory for address proof.
- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College
Date: 6-April-2022

Dear B. Swathi (BSC -MPCS),

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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- 10th, 12th, and UG/PG education certificates - (whichever is completed)
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- Pan Card- Mandatory to open a bank account.
- In addition, you can also submit a Ration card, Driving license/Passport, PAN Card, Voter ID for address proof.
- Medical Fitness Certificate- saying you are fit enough to work night shifts
- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College
Date: 6-April-2022

Dear A.Srividya (BSC MPCS),

Congratulations!!!

With reference to the Interview, you had with us, we are pleased to inform you that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interviews which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter will be shared to your registered email ID upon successful completion of your further interviews.

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- Offer letter / Relieving letter / Last 3 consecutive months' pay slips (Applicable only for experienced candidates)

Yours sincerely,
Talent Acquisition
Sutherland

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Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063

11 Sep 2021

Dear Kambalapally Prashanth Reddy,

We are pleased to offer you the position of **FINANCIAL SERVICES CONSULTANT** in **Level 1** of our Company.

Components	Rs.Per annum
Basic	73,500
Supplementary Allowance	1,06,500
Flexible Compensation Plan	32,867
Employers Contribution to PF	21,600
Gratuity	3,533
Minimum Statutory bonus	7,000
Total Fixed Pay	2,45,000

The Company reserves the right to conduct background checks including your antecedent, Education and employment. Your continuation in employment will be subject to satisfactory reports being received from all the above mentioned sources.

Please note that this offer is made and is valid subject to your acceptance of the term/conditions of employment with us and may be withdrawn/modified if any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed/misrepresented by you or any action on your part is found to be in contravention to the terms and conditions of employment or the Company's Code of Conduct or any Applicable Anti-Bribery Law and the Anti-Corruption and Bribery Policy of the Company. This offer letter may be withdrawn by the Company without assigning any reason whatsoever for such withdrawal. This letter is not to be construed as your letter of appointment, which will be issued separately subject to the conditions mentioned above.

The Company shall have the right to transfer you to any of its departments / offices or depute you to group companies, anywhere in India. In case of deputation to a group Company, the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

Registered Office : ICICI Prudential Life Insurance Company Limited
ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabhadevi, Mumbai - 400
025, India.
Tel.: 4039 1600, 6644 1600 • Fax: 2437 6638 • Visit us at: www.iciciprulife.com
CIN : U66010MH2000PLC127837



Vangolu
Vaishnavi
40141973





TATA CONSULTANCY SERVICES

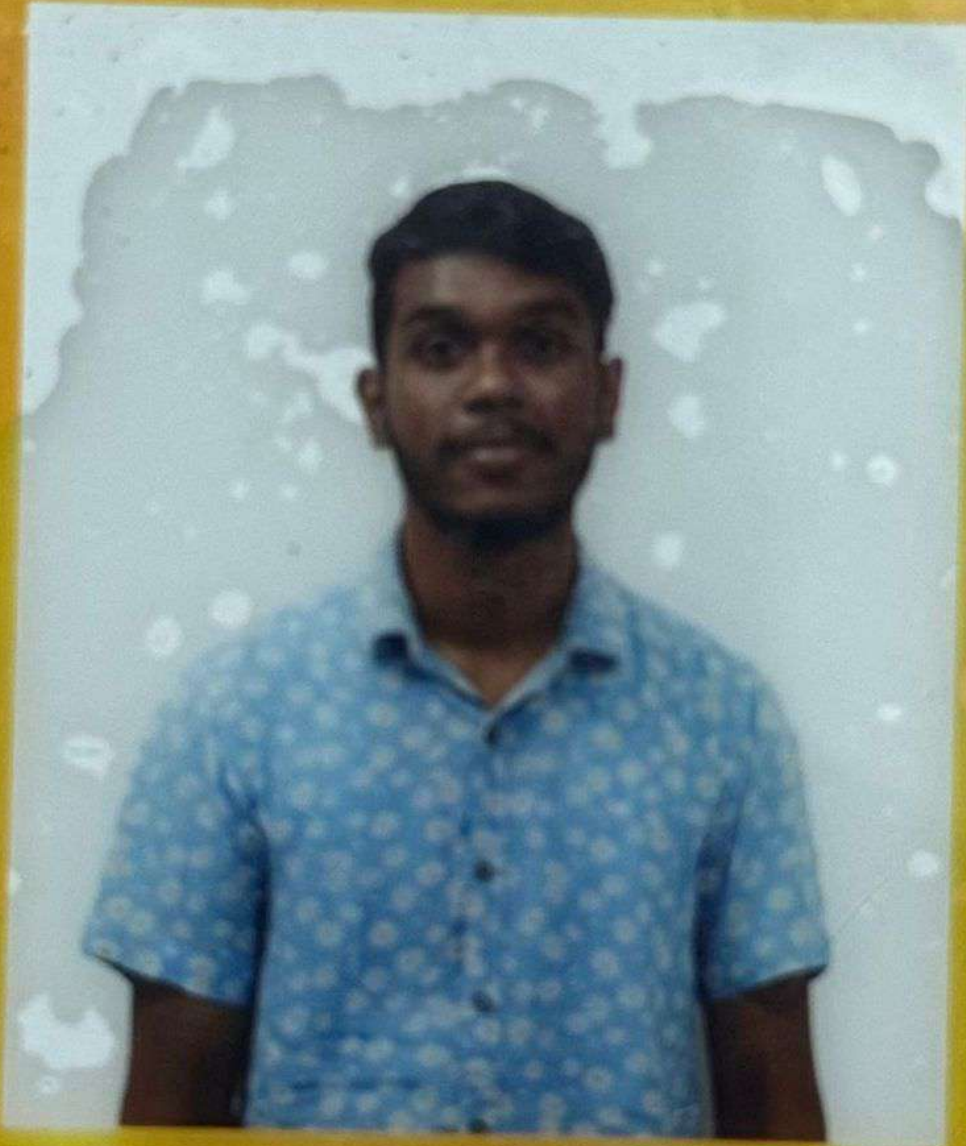


**SHIREESHA
PAJJURI**

Card No 768092
Associate No 2303135

Tata Consultancy Services Ltd.
TCS House, Raveline Street, Fort
Mumbai 400001, India





Jeffrey
Wilson

Employed By
QUESS
WINNING TOGETHER

Deputed at
 **AXIS BANK**



Name : GANGADARI SRIKANTH

Employee ID : AS624137

Blood Group : A+Ve

Contact No : 9182334251

Location : 8_Hyderabad Main Branch



BEEGUDEM ESHWAR

PRASAD GOUD
INFX014193

Date of Joining 17.04.2023

Department PRE AUTH

Emergency No. 9533545656

Blood Group A +ve

INFINX

INFINX SERVICES PVT LTD



Offer: Computer Consultancy

Ref: TCSL/DT20218726772/Chennai

Date: 04/02/2022

Ms. Akhila Nakinamoni
1-65Marchala,
Marchala,
Nagarkurnool-509320,
Telangana.
Tel# 91-9390279403

Dear Akhila Nakinamoni,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,90,926/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,950/-** per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com

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

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



BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be ₹3,180/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹0/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

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

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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2

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

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

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

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

Loans

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

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

You will become a member of the TWT, on completion of continuous association of one year

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3

TATA CONSULTANCY SERVICES

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from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

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

RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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

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

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

3. Working Hours

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

4. Mobility

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

5. Compensation Structure / Salary components

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

6. Increments and Promotions

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

7. Alternative Occupation / Employment

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



8. Confidentiality Agreement

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

9. Work in SBWS mode

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

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

10. Service Agreement

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

11. Overseas International Assignment Agreement

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

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6

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

12. Terms and Conditions

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

13. TATA Code of Conduct

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

14. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

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

15. Retirement

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

16. Pre-employment Medical Certificate

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



qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

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

18. Background Check

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

19. Submission of Documents

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

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

24. Data Privacy Clause:

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

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

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

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

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[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



GROSS SALARY SHEET

Annexure 1

Name	Akhila Nakinamoni
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,950	95,400
Bouquet Of Benefits #	4,343	52,110
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
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
TOTAL GROSS	15,129	1,90,926

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
GROSS BOUQUET OF BENEFITS	4,343	52,110



Annexure 2

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



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.



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



Wipro Enrollment Letter

1 message

Wipro offer letter <wipro+email+38r86-828f1bb10f@talent.icfms.com>
Reply to: Wipro offer letter <wipro+email+38r86-828f1bb10f@talent.icfms.com>
To: neeratitulasi@gmail.com

Tue, 1 Feb 2022 at 12:50

February 1, 2022

Dear **Tulasi Neerati**,

Congratulations! We are pleased to offer you the position of **Scholar Trainee - Work Integrated Learning Program** at Wipro.

Please click on the below link to review and accept your offer letter at the earliest using a **desktop/laptop**.

Note : You will not be able to save offer letter copy if you open the below link through a Mobile Phone.

We request you to accept the iCIMS Offer Letter within 15 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

Steps to follow to accept and save the Offer Letter

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print" -> Click on "web browser" -> ctrl+P -> save as pdf -> save -> select destination on your system to download.**

Please note - You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and will not be able to access the link to open offer page to download the offer letter.

Please click on the link below to review and accept your enrollment letter at the earliest using a **desktop/laptop**.
Click to Complete

Your Login Information:

Login Name: **neeratitulasi@gmail.com**

(If you do not know your password, you can reset it by clicking here.)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to **manager.campus@wipro.com**

Thanks and Regards,
Campus Offer Generation Team
[Global Campus Hiring Team] Wipro Limited]

This message was sent to **neeratitulasi@gmail.com**. If you don't want to receive these emails from this company in the future, please go to:



Wipro Campus Update_LOI

6 messages

Campus HR Team <wipro+email+2wh0j-24b4bf0cfc@talent.icims.com>
Reply-to: Campus HR Team <wipro+email+2wh0j-24b4bf0cfc@talent.icims.com>
To: bhaskaracharyausula@gmail.com

Mon, Dec 20, 2021 at 9:37 AM

December 20, 2021

Dear Ausula Swathi ,
Resume Number - 23174926

Based on our discussion with you, we would like to inform you of our intent to offer you the role of **Scholar Trainee- Work Integrated Learning Program** which will be in Career Band **WASE/WIMS** of the organization.

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

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

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

Kindly note this letter of intent shall be followed by a letter of appointment from us

Please confirm your interest to receive offer of appointment by clicking on this link [Click to Complete](#) and accepting the contents of this communication within 15 calendar days. Your confirmation of interest is a precondition to the issuance of offer of appointment.

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

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

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

Please note the terms and conditions:



SUTHERLAND

PROVISIONAL OFFER LETTER

College Name: Little Flower Degree College
Date: 07-07-2022

Dear Chinthavatla Akhila (BSC MSCS)

Congratulations!!!

With reference to the Interview you had with us, we are pleased to inform that you have been shortlisted as an "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted online/remotely or at our Lanco Hills facility (99LH - Survey No. 201, Lanco Hills, Manikonda Village Lanco Hills Technology Park Pvt Ltd, Hyderabad, 500089). The offer letter would be shared to your registered email ID upon successfully completing your further interviews.

We at Sutherland are privileged to have you with us and we look forward to launching your career on a successful note.

You will have to furnish the following documents during the hiring/onboarding process

- 1 Passport size photographs.
- 10th, 12th and UG/PG education certificates – (whichever completed).
- E-Aadhar card- Mandatory for address proof.
- Pan Card- Mandatory to open bank account.
- In addition, you can also submit Ration card, Driving license/Passport, Voter ID for address proof.
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates).

Yours sincerely,

Talent Acquisition
Sutherland

This is digitally generated soft copy hence signature is not required

Sutherland, The Gateway Office Parks, IT/ITES SEZ Bloc- A1, 6th floor, Chennai, Tamil Nadu, PIN 600063



IKS[®]

HEALTH

Quality Practice. Quality Care.



P. Shalmy

Blood: **B**⁺

Employee ID: **59963**

Our Vision: Healthier Consumers, Happier Providers,
Thriving Organizations, Successful Healthcare for All



Amrutham Sreeja Sai
CSA



**HRH
Next**

THE GOOD CALL

Ref No: 25409947
12-Jul-2023



N S Sruthi

Dear N,

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

Your annual total compensation will be **INR 224,998**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

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

We request that you join us on or before **14-Jul-2023**.

Please note:

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

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

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

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



Shibu Balakrishnan
AVP – HR

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

Signature:

Date:



KIRAN KUMAR
MASAPUINELU
INFX017297

Date of Joining 12.02.2024

Department AR

Emergency No. 7842405444

Blood Group O +ve

INFINX

INFINX SERVICES PVT LTD

OFFER LETTER

Date: 15-04-2024

Dear **Aakansha Pedda,**

This letter is to offer you a position with the Company. It is with great pleasure that we offer you the position of **Graphic designer**. You will be based in Hyderabad and report to the Management. Based on your capabilities and accomplishments, I believe that your talents will not only benefit the Company but also that our mutual relationship will assist you in reaching your personal and professional goals.

Your detailed compensation plan will be given to you at the time of joining. Your compensation will be 20000 (Twenty Thousand only/-) your compensation will also include Casual, Sick and Privilege leave and other benefits as per corporate policy.

Upon joining, you will be required to sign an "Employment Agreement". You will also be required to submit the following documents on the date of your reporting:

- a. Copy of PAN Card
- b. Aadhaar card
- c. Two passport-sized photographs.



Rewards & More

2024 Pay and Recognition Statement

Pavan Kumar Goud Kasula (02014197)



Performance Rating

Exceeds
Expectations

New Annual Gross Salary:	₹336,336
Current Gross Pay:	₹300,300

Your Merit Award Detail:

Effective Date: 01/04/2024

Wells Fargo International Solutions Private Ltd

Divyasree NSL Infrastructure Private limited, SEZ, Survey No 66/1
Raidurga Village, Serilingampally Mandal, Ranga Reddy District,
Hyderabad - 500032, Telangana, India.

PERMANENT IDENTITY CARD

(See Rule 70)

Serial No : SEZ/22/18662

1. Name : Murali Krishna Byroju
2. Designation : Employee
3. Emp ID No : 2107631

4. Date of Issue: 13-Oct-22 Valid Up To: 13-Jul-23



R.V. Subramanian

Wells Fargo Authorised Signatory

Signature of SEZ Officer



cognizant

Venkat Dinesh
Suryadevara





Malavika



C



Kavya K

HYD

21 November, 2022

Ms. Tweenamukhi Madiveni
H No 2-4-118-18-1, Road No 19 a,
Snehapuri Colony, Behind Saraswathi Marbles,
Hyderabad 500076.

Dear Tweenamukhi,

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

Position: Process Associate

Grade: G1 L1

Start date: On or Before 28 November, 2022

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

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

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

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

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature: _____

Details of Compensation

Name : Tweenamukhi Madiveni
Position : Process Associate
Grade : G1 L1

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

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)		0%	100%	175%
		0	32,144	56,251
Total CTC (Gross + VPI)^{##}		300,008		

* Indian Rupees

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

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

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

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

Tax will be applicable as per Tax Slab & Tax Regulations

Associate Signature: _____

Terms and Conditions

1. Working Hours

The organization works 7 days a week, twenty-four hours a day. You will be expected to attend office and work during the hours assigned to you by your leaders which may include night shifts. You will be required to work 5 days a week and your weekly off may not necessarily be on Saturday and Sunday.

2. Confidentiality

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

3. Authenticity

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

4. Documents

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

5. Permanent Account Number (PAN)

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

6. Statutory Benefits

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

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

7. Statutory Compliance

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

8. Flexible Benefits

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

Associate Signature: _____

9. Health Insurance

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

10. Personal Accident Insurance

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

11. Leave

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

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

12. Variable Performance Incentive

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

13. Maternity Benefit

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

14. Drug Test

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

15. Background Checks

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

Associate Signature: _____



preetham Reddy <preethamreddy986@gmail.com>

Confirmation Letter - VMGBPO - Preetham Reddy pannala

VMG HR <vmghr@lptteams.net>

Mon, 13 Dec 2021 at 10:30 AM

To: <preethamreddy986@gmail.com>

Hello Preetham,

Thank you for your interest in working with VMG BPO and for the interview.

We are presently seeking Part Time Customer Support Executives to work from home.

Please read and follow the given-below details carefully, so we can proceed to confirm your work assignment.

1) Assignment: The assignment requires you to be dedicatedly logged in for 4 hours every day, 7 days a week at a specified time and provide customer support by livechat, in a courteous and professional manner. You will be given the soft skills training necessary for the assignment, including the correct way to provide chat support for the assignment.

2) Payment: We will provide you a monthly payment of Rs 11,700 after TDS (Rs 13,000 before 10% TDS), on a pro-rata (per hour worked) basis for working 4 hours every day, 7 days a week (120 - 124 hours per month). We do a monthly payment transfer to your bank account before 15th of every month. There is no annual increment. Bonus will be paid as & when announced and applicable.

3) FAQ: You can visit our FAQ section here for answers to questions you may have regarding the assignment and working from home with VMG: <http://bit.ly/2LPFAQ>

4) Work Quality: Your livechats will be constantly monitored for quality both internally and by the client, for which you will be given regular feedbacks by email. You must accept the quality analysis feedbacks in good spirit and implement them immediately. The aim of such feedbacks is to keep your work compliant with client's quality parameters (99.9%). We will work with you to achieve and maintain your work quality.

5) NDA: You will need to sign and strictly follow a non-disclosure, non-solicitation and non-competition agreement (NDA) with us. You cannot discuss the details of the assignment or client with unauthorized persons or on social media. You are, however, permitted to use the name of the company VMG and your work profile (live chat customer support executive). You agree to not use and/or misuse any of the client's data that you come across while working. Any violation of signed NDA will lead to legal prosecution.

6) Work Infrastructure: You agree to maintain your work-related infrastructure (computer/laptop, high-speed internet & power backup) in good form to continue your assignment without interruptions.

7) Work Shift: You have opted for the 8pm-12am (midnight) shift after training.

If this suits you, the next step is to reply to this email in affirmative (Yes or I agree) for each of the clauses (1 to 7) mentioned above, so we can proceed further.

Regards,
Brian
HR Manager (LP)
VMG BPO
+91 98196 16605
Skype: vmg.brian



Appiontment Letter_Banoth Shyam Naik



Offers 11/03/2023

to me, DivyaSrut... ▾



Dear Banoth Shyam Naik

Congratulations

!

We are pleased to extend an offer of employment with **Square** BPO Services Private Limited as an Executive at Hyderabad with a start date of 13-03-2023.



99+





We are pleased to extend an offer of employment with **Square** BPO Services Private Limited as an Executive at Hyderabad with a start date of 13-03-2023.

Please find attached a copy of your Appointment letter.

Request you treat the attached as the signed final offer from the firm.

Please respond to this email stating "I accept **Square's** offer and terms and conditions mentioned in the attached Appointment letter you shared. Please take this email as a signed acceptance of the Appointment letter.

The Appointment letter shared with you is a confidential document. The sharing of any details of the letter with any third party is strictly prohibited and failure to adhere to this obligation could lead to the withdrawal of the offer. Until you accept this letter, there is no binding contract of employment.

This letter is password protected and will share the password in a separate mail.

In case you have any clarification, please reach out to HR@squarebpo.com

Congratulations once again and we look forward to having you onboard soon!

Regards,



99+



Amar Lal



Cell : 9948167040

9177168407

7702759473

SRI KRISHNA

KIRANA & GENERAL STORE

WHOLESALE & RETAIL

All Kirana & General Items Available

H. No. 2-3-393/1, Road No.4, Sai Nagar Colony, Nagole, Hyd - 68.

C



Vidya Sri G

HYD

21 September, 2022

Mr. Arun N
#H No 27-136-18A, Lakshmi Nilayam,
Rambramhanagar, Neredmet, Near Haunuman Temple,
Hyderabad 500056.

Dear Arun,

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

Position:	Process Associate
Grade:	G1 L1
Start date:	On or Before 26 September, 2022
Compensation:	Gross Compensation of INR 300,008 (Rupees Three Lakhs and Eight Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.
Probation & Notice Period:	You will be on probation for a period of six months from the date of your joining. During this period, you will be entitled to all benefits as per ADP's policy & your employment with the Company is terminable by serving a notice of sixty days on either side. On successful completion of probation period, the notice period would be ninety days on either side. ADP reserves the right to terminate your employment on the basis of, but not limited to, non-adherence to ADP's Code of Conduct & Ethics and other related policies, non-performance and elimination of the position per ADP's business needs.
Place of work:	Your initial place of work will be Hyderabad. However, your services are transferable and you may be assigned, to any location in India or abroad where the Company or any one of its associates or customers, conducts business.

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

We wish you a long and successful career with ADP.

Sincerely,



Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature: _____

Details of Compensation

Name : Arun N
Position : Process Associate
Grade : G1 L1

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

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		0	32,144	56,251
Total CTC (Gross + VPI)^{##}		300,008		

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

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

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

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

Tax will be applicable as per Tax Slab & Tax Regulations

Associate Signature: _____

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3. Authenticity

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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

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

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

Associate Signature: _____

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

10. Personal Accident Insurance

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

11. Leave

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

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14. Drug Test

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

15. Background Checks

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

Associate Signature: _____



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H E A L T H

Quality Practice. Quality Care.



S. Srawani

Blood: **B⁺**ve

Employee ID: **58083**

Our Vision: Healthier Consumers, Happier Providers,
Thriving Organizations, Successful Healthcare for All.



**Injeti
Deepika**

Ref No: 23441189
14-Jan-2023



Parandha Sneha

Dear **Parandha**,

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

Your annual total compensation will be **INR 220,996**. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered **0 months** of your experience as relevant in this offer, which will be kept up-to-date in our records.

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

We request that you join us on or before **19-Jan-2023**.

Please note:

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

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

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

Best regards,

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



Shibu Balakrishnan

AVP – HR

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

Signature:

Date:

Compensation and Benefits

Name: Parandha Sneha **Designation:** Process Executive - Voice

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1480.357143	17,764
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5366	64,392
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	470	5,640
	Annual Gross Compensation		220,996
	Annual Total Compensation		220,996
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		240,496

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

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

Leave and vacation:

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

Category of Leave

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

Provident Fund Wages:

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

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

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

Employee State Insurance (ESI):

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

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

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

*** Flexible Benefit Plan:**

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

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

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

Note:

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 14-Jan-2023 between:

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

AND

Parandha Sneha, ____ (Age) ,residing at _____

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

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

RECITAL:

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

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

1. Duties and Responsibilities

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

2. Place of Employment

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

3. No Alternate Employment, No Conflict, Etc.

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

4. Confidentiality

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

5. Data Protection

By signing below,

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

6. Work Schedule

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

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

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

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

7. Background Check

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

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

8. Compliance with Company Policies

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

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

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

9. Non-Compete and Non-Solicit Restrictions

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

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity (ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;
- c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and
- d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

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

12. Business Engagement, Learning and Development and Project Deployment

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

13. Unauthorized Absence

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

14. Retirement

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

15. Termination of Employment

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

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

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

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

16. Deputation, Assignment and Transfer

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

17. Survival

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

18. Dispute Resolution and Governing law

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

19. General

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

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

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

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

Cognizant Technology Solutions India Private Limited

Parandha Sneha



Shibu Balakrishnan
AVP – HR

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

Signature:

Date:



HEALTH

Quality Practice. Quality Care.



Validity Date:

58099

Temp ID No.:

Name:

A. SREEJA



www.hikshealth.com

Authorized
Signature

Inventurus Knowledge Solutions Private Limited

Reg. No. 5522 (Inventurus Private Limited)

Block-1, 7th Floor, Plot No. 6, Sector No. 1, CA Zone,

Hyderabad - 500 080, India.

Phone: +91 40 6676 1100



08/15/2022

Dear Ruchitha Bagudem,

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions, you had with us, we are pleased to make an Offer of Employment with us as **Associate-CS Internet** in the Company. Please note that your employment with us is contingent on subject to successful clearance of background verification. You need to submit all relevant documents for background verification within seven (7) days from the date of appointment letter. In case you fail to submit the documents within the prescribed period, we will initiate necessary action against you as deemed as appropriate by the Company including but not limited to revoking of this offer letter without any further liability to Company. You are requested to join us on or before **08/16/2022** on the following terms and conditions.

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

Your emoluments by way of Annual Cost to the Company is Rs. **INR 225,000.00** /- per annum (Rupees Two Lakhs Twenty Five Thousand Rupees Only), the details of which are given in the annexure of the appointment letter.

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

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

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

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing.

On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the notice period, duly communicated to you without you having objected to the same within one month of such communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

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

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

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

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

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

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

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

All inventions, improvements and discoveries made solely by you or jointly while on duty need

to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.

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

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

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

Required Documents

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

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

Sutherland Global Services Private Ltd.

Annexure

Name of the Employee: Ruchitha Bagudem,
Designation: Associate-CS Internet
Date of Joining: 08/16/2022
Level: Level 1

Components	Rs. Per month	Rs. Per annum
FIXED PAY (A)		
Basic Salary	5,234	62,812
House Rent Allowance	2,617	31,406
Bonus	2,194	26,323
Special Allowance	4,910	58,922
SKILL BASED PAY (B)		
Skill Based Pay	0	0
Gross Salary (A + B)	14,955	179,463
PERFORMANCE INCENTIVE (C)		
Performance Incentive	2,750	24,750
STATUTORY BENEFITS AND INSURANCE (D)		
Employer's Contribution to PF	1,481	17,767
Gratuity	252	3,020
CTC (A + B + C + D)	18,750	INR 225,000.00
Net Salary (Gross-PF-ESI)	13,363	160,350
Potential Earning (Net Salary + Performance Incentive)	16,113	185,100

Performance Incentive	You will become eligible for PI, after completion of 2 calendar months from your start date at Sutherland. Your PI will be paid against achievement on the target/s set by the company, on a time-to-time basis. PI is processed and paid 60 days from the completion of
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	<p>the performance period.</p> <p>Example 1: If DOJ on 1st of any Month, then PI eligibility would be from 3rd Month and paid along 5th Month Salary</p> <p>Example 2: If DOJ is on 2nd onwards of any Month, then PI eligibility would be from 4th Month and paid along 6th Month Salary.</p>
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Gratuity	Gratuity amount shall accrue annually, and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Coverage	<p>Sum insured under Accident Insurance is Rs. 500,000/-,</p> <p>Mediclaim is Rs. 200,000/- for self only.</p> <p>Group term Life Insurance coverage of - Rs 500,000 for self only.</p>
ESI	If your ESI wage (Gross - Bonus) is less than or equal to 21000/- per month, an amount equivalent to 0.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive

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

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

For Sutherland

Regards,



Amit Mukherjee

Sr. Director – Talent Acquisition

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

Please indicate your acceptance by signing below.

candidate_sig

candidate_date

Joining Report

I acknowledge receipt of your appointment letter, dated 08/15/2022 and am happy to report to duty with effect from 08/16/2022 at Hyderabad.

I look forward to a long and rewarding association with Sutherland.

Please indicate your acceptance by signing below.

Signature: candidate_sig

Date: candidate_date



cognizant®

Gadwala Prabhu
Rachana





2282768

2282768

Emergency Contact
+91 8309882052

If found please inform 1800 258 2345

Cognizant Technology Solutions India
Pvt. Ltd.
#5/535, Old Mahabalipuram Road,
Okkam-Thoraipakkam, Chennai -
600096

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9th June, 2023

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Satvika Ponugoti** worked with **CognitiveBotics Technologies Pvt Ltd** as an **Intern** from **5th December 2022** to **31st May 2023**. As per our records, her **CTC** was **Rs 3,60,000 /- per Annum**.

We wish Satvika all the best in her future endeavors and hope that she continues, to excel in her professional career.

For CognitiveBotics Technologies Private Limited

Ramakrishna Botta
Director, Human Resources

COGNITIVEBOTICS TECHNOLOGIES PRIVATE LIMITED

Address: 6th Floor, My Home Twitza TSIC Hyderabad Knowledge Center, Raidurg, Panmaktha, Hyderabad, Telangana 500081
www.cognitivebotics.in



(A Unit of RisingRoot Technologies Pvt Ltd)

20/02/2023

To,

Mr. Nagothu Bala Rakesh,
Hyderabad.

Dear **Nagothu Bala Rakesh,**

We are pleased to forward our Offer Letter and would like to formally welcome you join the growing family of WriteBox (A unit of **RISINGROOT TECHNOLOGIES PRIVATE LIMITED**) as a **Chief marketing officer**. Your scheduled date of your joining the company is 01st Mar, 2023.

We are sure that you have had opportunities to understand in detail your job, the organization, etc. We would be glad to provide any further clarification, if any.

We are in the process of building an organization, where professionals would find full satisfaction of a challenging job and an interesting working environment. In this connection, we welcome your contributions too.

Your gross salary per annum will be Rs. 42,00,000/- (Rs. Forty Two Lakhs Ninety Thousand Only) on CTC basis and break up of the same is enclosed with this offer and your payroll will be maintained by us.

Your employment shall be based on the following terms and conditions:

1. Probation and Confirmation:

You will be on probation for a period of six months and may be confirmed as a permanent employee upon successful completion of your probation. In addition to your performance during the probationary period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company.

2. Working hours:

The general work timing is from 10.00 a.m. to 7.00 p.m. However, you are required to abide by the timings of your Business Unit.

3. Leave:

Your leave entitlements will be as per company policy which include:

- a. Privilege leave of 12 days per year of service.

(A Unit of RisingRoot Technologies Pvt Ltd)

b. 10 National & Festival holidays every calendar year, A list of these would be announced every year.

c. Maternity leave of 24 weeks and Paternity leave of 7 days

4. Transfer:

Your services can be transferred to anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

5. Notice Period:

In the event of separation from the employment, during the probationary period, an advance notice of 60 days shall be given. Otherwise an amount equivalent to 60 days basic salary shall be payable in lieu of the notice period, by either side. On confirmation as a regular employee, you will be required to give one month notice or salary thereof in case you decide to leave our services subject to the company's discretion; in the event of you having any incomplete assignment, the company will have the discretion to relieve you only at the end of the one-month notice period. Similarly, the company can terminate your services by giving one month notice or salary thereof.

6. Increments and Promotions:

Your promotions and increments shall be subject to your performance and contribution to the company. This will be assessed on a regular basis.

7. Medical Benefits:

You are eligible for medical insurance as per company policy.

8. Retirement:

Your age of retirement shall be 58 years. However, the decision to retain you beyond 58 years rests with the company.

Kindly return the duplicate copy of the offer letter, duly signed, as a token of your acceptance of the same.

We look forward to a mutually beneficial long association with you.

Yours Sincerely



Raghavender M

Chairman , WriteBox

(A Unit of RisingRoot Technologies Pvt Ltd)

Annexure-A

Name: Mr.Nagothu Bala Rakesh

Title: Chief marketing officer

Total Cost to Company (CTC) (Per Annum)		42,00,000
Monthly Salary Breakup:		Annual Breakup CTC
Variable Pay		20,16,000
Basic	71,660	8,59,920
HRA	35,830	4,29,960
Medical Allowance	1,250	15,000
CCA	32,247	3,86,964
Special Allowance	39,413	4,72,956
Conveyance	1,600	19,200
Gross Salary	1,82,583	21,84,000
Deductions		
PT	200	2,400
Other Deduction	8,599	1,03,188
Total Deduction	8,799	1,05,588
Net Salary	1,73,201	



Always Designing
for People®



Name : Mandapati Vijaya Riyona Reddy
Associate ID : 472639
DOB, Age : 4-Oct-01, 21 Yrs
Blood Group : O+ve
ADP Helpdesk No : 040 6757 8300
Emergency No : 9989658870
Aadhaar Card No : 6580 9114 6020



Vishal



sharvisc@



Jennifer
Reid



pwc

Acceleration Center



Tanishq Ganji

Appointment Letter

Date:01/02/2023

Dear Pavan Sai,

With reference to your application and subsequent discussions, we are pleased to appoint you as a Project Manager in our organization, and your date of joining is with effect from 01 st day of Feb 2023.

The Salary Components is as follows:

Employee name-Pavan Sai

Designation-Project Manager

Components	Per Month	Per Annum
BASIC	11,075	132,900
HRA	4,430	53,160
CONVEYANCE	1,600	19,200
SPECIAL ALLOWANCE	6,645	79,740
MEDICAL ALLOWANCE	1,250	15000
TOTAL FIXED PAY	25000/-	3,00,000/-
VARIABLE PAY	-	
GRAND TOTAL		3,00,000/-

From



>
accenture



Swathi Mohanty

13762810

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24/7 Customer Pvt. Ltd., Unit-1
NSL, SEZ (HYD) Pvt. Ltd.



Pandala Sangeetha

Emp ID : 26893

Authorized Officer
NSL SEZ. HYD

Authorized Signatory
24/7 Customer Pvt. Ltd.

Valid Till : 13/08/2026

Kenny Winston



winstold@

Strictly Private and Confidential

15 Mar 2024

GUDELLI AKHIL

H:no;779/525,,

Gundlas Avenue, Uppal

Hyderabad, Telangana 500072

+91 7893221689 / gudelliakhil7@gmail.com

Dear **GUDELLI AKHIL**,

Subject: Offer of Employment ("Offer")

We are pleased to extend an offer of employment to you for the position of **Jr Catalog Executive** at **MUB IT Services, Pvt. Ltd.** (hereafter referred to as "**Company**"). After carefully considering your qualifications, experience, and interview performance, we are positive that you would be a valuable addition to our team. We are excited to welcome you to our Company and are confident in your potential to contribute to our continued success.

Position Details:

Job Title: Jr Catalog Executive

Department: Catalog Management

Start Date: 20 Mar, 2024

Employment Type: Full-Time

Compensation: INR INR 2,60,000.00 (INR Two Lakh Sixty Thousand)

Location: Hyderabad, Telangana India

You're supposed to start working at our office location at Hyderabad, India. However, your services are transferable to any other location or office of the Company or to any subsidiary or associate company; whether now existing or still to be formed. Such transfer/deputation will be in accordance with the company's rules being in force at the time.

Compensation Package:

Your **Total Annual Compensation (CTC)** would be **Rs. INR 2,60,000.00 (INR Two Lakh Sixty Thousand) (Two Lakhs Sixty Thousand)**. Please refer to **Annexure A (Compensation Package Break-Up)** for a detailed overview of the compensation components. The compensation will be subject to applicable law or the rules of the Company in force from time to time, and as may be modified by the Company in its sole discretion from time to time. The company will make such deductions as may be necessary for compliance with State/Central applicable laws.

Probationary Period:

You will undergo a probationary period of **3**, during which your performance and suitability for the role will be assessed. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation. Upon successful completion of the probationary period, your employment will be confirmed in writing.

Confidentiality and Non-Compete:

During your employment and thereafter, you will be expected to maintain the confidentiality of all proprietary and sensitive information. Additionally, you will be subject to a non-compete agreement to protect the interests of the company.

Acceptance:

Your employment with the Company will be governed by the terms and conditions of employment presented in the Employment Handbook, the Terms of Employment (refer **Annexure B**) as well as any rules, regulations and/or practices currently in place at the time of employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or post the start date of your employment.

Please note:

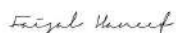
- This offer is contingent upon the successful completion of professional reference checks.
- The validity of this offer extends for fifteen (15) days from the date of issuance and expires on **22 Mar, 2024**. Any potential extensions lie within the Company's discretion and will be communicated to you in written form.
- Prior to commencing your employment with the Company, you are required to furnish documentation confirming your eligibility to work in India, as well as any other documents requested by the Company.
- This communication serves as an offer of employment and should not be construed as a formal appointment letter. A comprehensive appointment letter, detailing the terms and conditions of your employment, will be provided to you approximately 15 business days following your initiation of employment with the Company.
- Any outstanding or incomplete documentation required for the onboarding process must be resolved within 5 days of you joining the Company. This includes the transfer of PF & ESI details, PAN and Aadhar information, educational certificates, passport-size photographs, and previous employment records (payslips, relieving documents, Form-16, offer letters, and appointment letters, etc.).
- Please be aware that any benefits or perks extended by the company during your employment will not be continued beyond your period of service.

We are thrilled to have you join our team and believe that your skills and experience will contribute to our company's growth and success. Please feel free to reach out to our **HR Team** at **8374743380 / 8374742180** or **hr@purplecowservices.com** if you have any questions or need clarification.

We look forward to welcoming you to the **MUB family** and embarking on a mutually beneficial journey together.

With Warm Regards,

For **MUB IT Services, Pvt. Ltd.**



Faisal Haneef

Founder & CEO

Authorized Signature

Annexure A (Compensation Package Break-Up)

Strictly Private and Confidential

Payment Cycle: Monthly

Payment Mode: Bank Transfer

Payment Schedule: On or Before 7th of every month

EARNINGS	MONTHLY	YEARLY
Basic	10,833.00	1,30,000.00
HRA	4,333.00	52,000.00
Personnel Allowance	2,167.00	26,000.00
Fixed Allowance	4,333.00	52,000.00
TOTAL EARNINGS (A)	INR 21,666.00	INR 2,60,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,300.00	15,600.00
PF - Employer	1,300.00	15,600.00
TOTAL DEDUCTIONS (B)	INR 2,600.00	INR 31,200.00
TOTAL (A-B)	INR 19,066.67	INR 2,28,800.00

Please note:

- Currency: All amounts displayed are in INR (Indian Rupees).
- Payslip Distribution: Employees will receive digital payslips and can download them from the HR Portal.
- Salary Payment: Employee salaries will be transferred via bank transfer only.
- CTC Breakdown: Total Annual Compensation (CTC) includes both employee and employer contributions to the Provident Fund (EPF).
- Provident Fund Withdrawal: Withdrawal from Provident Fund is governed by Indian government regulations and subject to prevailing laws and approvals.
- Net Pay: Net pay displayed doesn't include taxes or other deductions.
- Taxable Additional Payments: Any allowances, incentives, or bonuses exceeding the CTC will be subject to taxation.
- Tax Deduction at Source (TDS): Compensation will be paid after deducting tax at source as per applicable laws.
- Personal Tax Liability: Employees are responsible for their personal tax liabilities in both India and abroad, beyond TDS deductions.

Annexure B (Terms of Employment)

Your association with the Company will be bound by the employment terms and conditions laid out in the Employment Handbook, the following Terms of Employment, and any existing rules, regulations, or practices in effect during your employment period.

1. Position & Compensation

Your role will be aligned with the suitable band or responsibility tier within the Company. You will be granted compensation, including salary and relevant benefits, as elaborated in Annexure "A." The Company's regulations pertaining to compensation will apply and may be subject to future updates or revisions.

2. Assignment & Relocation

Your initial assignment will be based in "Hyderabad." Nonetheless, the company reserves the right, at the exclusive discretion of the Management, to relocate your role to any department, section, geographical location, affiliate, sister company, or subsidiary—both within India and internationally. This applies to both presently established entities and those that may emerge in the future. Should such a situation arise, you will be bound by the terms and conditions pertinent to the new assignment location.

3. Probation

You will undergo a probationary period of [Duration], during which your performance and suitability for the role will be assessed. Where after the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation. Upon successful completion of the probationary period, your employment will be confirmed in writing.

4. Full-Time Commitment

Your role constitutes a full-time commitment to the Company, necessitating your undivided attention towards its affairs and interests. Engaging in additional paid work (part-time or otherwise), offering advisory services, or involving yourself directly or indirectly in any trade or business (except as a shareholder or debenture holder) is prohibited during your tenure with the company, unless expressly permitted in writing by the Company's Board of Directors. Similarly, seeking membership in local or public bodies requires prior explicit consent from the Management. Your primary dedication to the Company's operations is essential to ensure your role's effectiveness and the protection of its proprietary interests.

5. Job Roles and Responsibilities

Throughout the tenure of employment, the Employee is entrusted with fulfilling the responsibilities outlined in the pre-interview Job Description provided. The Employee hereby commits to serving the Employer with dedication and optimal proficiency, while strictly adhering to the Company's evolving parameters, policies, regulations, and rules.

It is essential to maintain alignment with these standards, as any divergence could result in unsatisfactory performance, breach of workplace protocols, guidelines, instructions, policies, anticipated conduct, and interactions. Non-adherence may initiate a corrective action plan that could eventually lead to the termination of employment.

6. Role & Obligations

Your responsibilities within the organization will be guided by the established rules and regulations concerning conduct, discipline, and other pertinent matters. It is imperative that you remain fully aware of the duties inherent to your position and behave accordingly. Your performance must consistently align with expectations to yield desired outcomes.

7. Notice Period

During the probationary period or any extension thereof, the notice period for termination will be 1 week. Following the confirmation of your services, your notice period arrangement may vary, ranging from 1 month to 3 months. This duration will be determined through mutual agreement between you and the company and is subject to potential adjustments over time. For specific details about your individual notice period, please refer to the Keka HRMS portal. Additionally, if needed, termination may also be facilitated through compensation in lieu of a reduced notice period.

The above time frame is applicable for any reason, with the exception of cases involving willful insubordination, disobedience, violence, theft, fraud, habitual unauthorized absence (No Call No Show), and non-performance. In such instances, the company retains the right to terminate without notice and without incurring any financial responsibility.

8. Salary Revision/Annual Increment

Your salary will undergo an annual review in alignment with your Date of Joining, or at any other time determined by the Management. Salary adjustments are at the discretion of the company and will be contingent upon your effective performance and demonstrated results.

9. Dues Recovery

Should any outstanding amounts owed to the Company by you, encompassing advances, loans, or any other payments, remain unpaid beyond the due date, the Company retains the prerogative to reclaim such sums by offsetting the remaining balance against your salary or any pending payments. Such deduction will be executed in adherence to pertinent laws and regulations.

10. Confidentiality Obligations

Throughout and following your employment, you are strictly prohibited from disclosing, revealing, or publicly disseminating any information relating to the Company's operations, management, or conducted research. This obligation remains absolute, except in cases where legal obligations dictate disclosure. This encompasses information entrusted to you or acquired during your tenure, whether through your role or by other means. A written approval of the Company is required for any exception to this confidentiality commitment.

11. Intellectual Property Ownership

Should you generate novel or enhanced methods for enhancing designs, processes, formulae, systems, etc., relevant to the Company's business and operations, you are obligated to promptly inform the Company. These innovations will be regarded as the exclusive property and rights of the Company, both initially and in perpetuity.

12. Accuracy of Information

In the event that any declaration provided or information supplied by you to the company is subsequently determined to be false, or if it is discovered that you have deliberately concealed any significant information, such instances may result in your immediate termination from employment, without prior notice.

13. Retirement

The designated retirement age is 62 years. Your employment with the Company will conclude at the conclusion of the month in which you reach the age of 62.

14. Unauthorized Absence

In the event of your absence from work, persisting for a continuous period of three (3) business days, or as stipulated by relevant laws, without prior written consent from your approving authority, it will be interpreted as voluntary

abandonment of your employment with the Company. Under such circumstances, the Company reserves the right to initiate suitable disciplinary actions against you in accordance with the Company's Job Abandonment Policy.

15. Termination of Employment

Upon the conclusion of your employment, it is imperative that you promptly relinquish to the Company all materials, including correspondence, specifications, formulae, books, documents, market data, cost data, drawings, assets, or records pertinent to the Company or its business. This includes refraining from retaining or reproducing copies of said items. Furthermore, upon the termination of your employment, you are required to return any and all company property that might be under your possession.

16. Return of Company Property

In the event of service termination or upon request by the company, the employee is obligated to surrender all company-related items, including keys, pass cards, laptops, identification cards, listings, and any other possessions belonging to the company. Additionally, the employee affirms and commits that neither themselves nor any third party shall create or permit the creation of any duplicates or records in any form of the aforementioned materials.

17. Medical Fitness

By accepting this appointment letter, you are confirming that you are currently in good medical condition and that you will maintain your medical fitness throughout your tenure to effectively carry out your duties. This acknowledgement assures the company that you are physically capable of performing the responsibilities assigned to you both now and in the future.

18. Verification of Provided Information

This appointment is contingent upon the accuracy of the information you furnished in your job application. Should any substantial discrepancy, as deemed by the management, come to light or if you fail to disclose pertinent information about yourself to the company, this appointment will be considered "null and void."

19. Conflict of Interest

Throughout the duration of your employment with the Company, you are prohibited from partaking, either directly or indirectly, in any additional employment, freelancing, or activity without the prior written consent of the Company. This prohibition applies if such engagement would:

- (i) Divert from the Company any business opportunity that the Company might reasonably be anticipated to pursue,
- (ii) Constitute direct or indirect competition with the present or prospective ventures of the Company, or involve preparations for such competition,
- (iii) Generate a conflict with your working hours, or disrupt your performance or ability to adhere to work hours as specified in the Keka HRMS portal.

Obtaining the Company's prior written consent is imperative before engaging in any activity that falls under these stipulations.

20. Media Communication Protocol

As a part of your employment with the Company, you are required to adhere to certain guidelines concerning interactions with the media. Specifically, you are prohibited from speaking on behalf of the company to the media unless you have been officially designated or dispatched to represent the company.

In the event that you are assigned or dispatched to interact with the media as a representative of the company, such assignments must be communicated to you in writing and be authorized by the CEO of the company. This policy

ensures that all media interactions are in alignment with the company's messaging and objectives.

Your cooperation in adhering to this protocol is essential to maintain consistent and accurate communication with the media and the public. This policy aims to safeguard the company's image and ensure that media interactions are conducted in a well-coordinated and professional manner.

21. Facility Usage and Maintenance

As an employee of our company, you are expected to adhere to certain guidelines regarding the use and maintenance of various facilities within our premises. This includes:

Parking of Bikes or Cars: Please make use of the designated parking areas for bikes and cars. Ensure that you park your vehicles in an organized and considerate manner, allowing for efficient use of the available space.

Washroom Maintenance: It is important to maintain cleanliness and hygiene in the washroom facilities. Please dispose of waste properly, refrain from damaging any fixtures, and report any maintenance issues to the relevant department.

Dining Area Etiquette: When using the dining area, kindly clean up after yourself, and respect the shared space. Dispose of waste appropriately and avoid leaving personal items behind.

Conference Room Usage: If you are using the conference room, ensure that you book the space in advance through the designated procedure. After your session, make sure the room is left in an orderly condition for the next user.

Office Furniture Care: The office furniture is provided for your comfort and productivity. Please use it responsibly and refrain from causing any damage. If you notice any issues with the furniture, promptly inform the appropriate department.

22. Leaves During Essential Project Deliveries

Please note that leaves for occasions such as Birthday, Work Anniversary, or Marriage Anniversary are not obligatory to be taken on the exact day of the event, especially during periods of essential project deliveries. Furthermore, the utilization of these leaves requires the proper authorization of your project manager and cannot be requested or taken without their approval.

In consideration of the demands of critical project deliveries, we kindly request that you seek prior approval from your project manager if you intend to utilize these specific leaves. This approach ensures that the timing of your leave does not adversely impact the progress of ongoing projects.

23. Personal Engagements Among Employees

Please be aware that the management holds no responsibility for any form of engagement, whether pertaining to relationships, financial matters, material arrangements, or any other interactions, whether within the office premises or outside of the workplace.

24. Rehire Policy

Former employees who have departed either voluntarily or involuntarily may be evaluated for rehire, based on their prior employment history, departure circumstances, and the Company's current needs. To initiate the rehire process, interested individuals must submit an application expressing their intent. Decisions regarding rehire will be communicated once evaluations are complete. If approved, terms of re-employment, encompassing compensation,

benefits, and role, will be aligned with prevailing Company policies and conditions. While we value the prospect of welcoming back past employees, please note that rehire is subject to the Company's discretion, policies, and prevailing conditions.

25. Transportation Policy

Please be advised that the Company does not offer transportation facilities to its employees for commuting to and from the office. All employees are required to make their own arrangements for travel.

It's important to note that the Company does not provide any direct or indirect payment, reimbursement, or coverage for expenses related to commuting, including fuel or any other costs incurred for traveling to and from the office.

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17th Oct'23

Ms. Teegala Keerthi Reddy,
4-41, Golden Colony,
Koheda, Rangareddy,
Telangana.

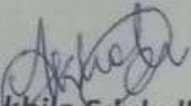
Dear Ms. T. Keerthi Reddy,

This is to confirm your appointment with our organisation starting 17th Oct'23 in the design Department.

We look forward working with you and your contribution supporting the growth of our organisation.

Wishing you good luck.

Thanks & Regards
For VED ELECTRICALS LLP


Akhila Edukulla
HR- Manager