



St. MARTIN'S ENGINEERING COLLEGE

Dhulapally, Secunderabad – 500014.

Department of Information Technology

Self Attested Copy of Students Placed (2014-15)

S.NO	Roll No	Nam of the student	Depart ment	Name of the employer	Package
1	11K81A1206	D.Anirudh	IT	GLOBAL ALLIANCE	2.2 LPA
2	11K81A1230	G.Veena	IT	GLOBAL ALLIANCE	2.2 LPA
3	11K81A1209	Raghu Arza	IT	VIRTUSA	3.15LPA
4	11K81A1232	K.Ravali	IT	VIRTUSA	3.15LPA
5	11K81A1208	A.Praveena	IT	HCL TECHNOLOGIES	2.5LPA
6	11K81A1244	P.Harsha Vardhan	IT	HCL TECHNOLOGIES	2.5LPA
7	11K81A1256	V.Poojitha	IT	HCL TECHNOLOGIES	2.5LPA
8	11K81A1224	G.Samitha	IT	INFOSYS	3.25LPA
9	11K81A1255	U.Pralekhyha	IT	INFOSYS	3.25LPA
10	11K81A1219	D.Lavanya	IT	INFOSYS	3.25LPA
11	11K81A1214	B.Neha	IT	INFOSYS	3.25LPA
12	11K81A1239	M.Sprushika	IT	IMPELSYS	2.4LPA
13	11K81A1204	A.Nithin Reddy	IT	IMPELSYS	2.4LPA
14	11K81A1217	B.Arun Kumar	IT	IMPELSYS	2.4LPA
15	11K81A1228	G.Prathyusha	IT	IMPELSYS	2.4LPA
16	11K81A1231	K.Akhilesh	IT	CRECER	2.4LPA
17	11K81A1240	N.Anil Reddy	IT	CRECER	2.4LPA
18	11K81A1252	S.Vineela	IT	CRECER	2.4LPA
19	11K81A1253	S.Aruna Rani	IT	CRECER	2.4LPA
20	11K81A1254	S.Manisha	IT	CRECER	2.4LPA
21	11K81A1207	Anjum Fathima	IT	IBM	2.9LPA
22	11K81A1213	B.Vishal Balaji	IT	IBM	2.9LPA
23	11K81A1243	P.Sunitha	IT	IBM	2.9LPA
24	11K81A1212	B.Akshay Kumar	IT	K TREE	3.6 LPA
25	11K81A1220	D.Srujan Kumar	IT	K TREE	3.6 LPA
26	11K81A1233	K.Rohith	IT	K TREE	3.6 LPA
27	11K81A1211	A.Mounika	IT	GENPACT	1.8LPA
28	11K81A1250	Rohini Ragam	IT	GENPACT	1.2LPA
29	11K81A1237	M.Geetha Priya	IT	GENPACT	1.5LPA
30	11K81A1249	P.Soundarya Rao	IT	TECH MAHINDRA	2.2LPA


Principal

PRINCIPAL
ST. MARTIN'S ENGINEERING COLLEGE
Dhulapally, Qutbullapur Mandal,
Secunderabad-500 014, A.P.



Global Alliance

03-02-2015

Dear Mr. D.ANIRUDH

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.2 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read "Tanu Chhabra".

Managing Director



Global Alliance

03-02-2015

Dear Ms. G.VEENA

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.2 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read "Manoj K. Bhat.", written over a horizontal line.

Managing Director

**K Ravali,
B.Tech, Information Technology,
St. Martin's Engineering College, Secunderabad, 500014.**

Jan 23, 2015.

Dear **K Ravali,**

Thank you for your keen interest in **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

- 1. Job : Consultant-Technology**
- 2. Tier : Tier 3**

Your date of joining would be on **June05, 2015**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

Your Total Remuneration will be **Rs.315,000.00/-** per annum as per **Annexure-I**.

A summary explanation of the List of Benefits and the Basket of Allowances that can be chosen by you is attached. The Basket of Allowances feature gives you flexibility in structuring your compensation in a manner best suited to you.

The Employee Service Agreement is also attached to this offer letter. You may read and sign the agreement and send it back to us along your confirmation of the offer letter. Upon joining you shall be signing '**Employee Non-Disclosure Agreement**' and other compliance related agreements with us.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the Offer, and return it to the undersigned on or before **June05, 2015**.

Please note that the offer is valid subject to successful completion of your Background Verification. For Virtusa

Consulting Services Pvt. Ltd. (Unit - I), India



**Krathika Sharma
Chief People Officer & Global Head of Human Resource**

**Raghu Arza,
B.Tech, Information Technology,
St. Martin's Engineering College, Secunderabad, 500014.**

Jan 23, 2015.

Dear **Raghu Arza,**

Thank you for your keen interest in **Virtusa Consulting Services Pvt. Ltd. (Unit - I), India**. Subsequent to our discussions with you, we are delighted to extend you an offer to join Virtusa. We believe you can play an important role in our rapid growth and success, and look forward to welcoming you to the Virtusa family.

At the time of Joining, the following will be applicable.

1. Job : **Consultant-Technology**
2. Tier : **Tier 3**

Your date of joining would be on **June05, 2015**.

You will be based at Virtusa's **IN HYD Campus** office. You will be on probation from your date of joining for a period of six months. You will continue to do so until the company confirms your services, in writing, based on your conduct and performance during this period meeting the standards of the Company. You would need to serve a notice period of two months during probation and three months on or after confirmation, in occasion of resignation from the services.

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Please note that the offer is valid subject to successful completion of your Background Verification. For Virtusa

Consulting Services Pvt. Ltd. (Unit - I), India



**Krathika Sharma
Chief People Officer & Global Head of Human Resource**

Date: 12thDecember2015.

Ref no: HCL/14-15/96482

Harsha Vardhan P,
St.Martin's Engineering College.
Dhulapally,Secunderabad-500100

Dear Harsha Vardhan,

Sub: Offer cum Appointment Letter – Graduate Engineer Trainee 2015

Congratulations! Subsequent to your interview for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee**. Your joining would be scheduled for **2nd Jan 2016**.

You are required to report to **Ms. Sandra S** at **9:30 am** at the following address:

**HCL, Sterling Technopolis,
4/293,Old Mahabalipuram Road,
Kandanchavadi,Chennai-600096.**

At the time of your joining, **you shall be required to submit the following documents:**

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
2. Passport (Non-blank pages)
3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

Please bring the original & photocopies of documents listed above. The original documents shall be returned to you after verification while the photocopies shall remain with us for records. Kindly note that the above offer is valid subject to your being found medically fit and clearing all your academic examinations.

- Training (Classroom/on job) Sessions would be conducted for the first 3 months from your date of joining during this period; you will be paid **stipend of Rs. 16,666 per month**. After satisfactory completion of the **3 months** of training your **Total CTC** will be **Rs. 2,50,000/- per annum**.
- You will be on **Probation** for a period of **15 months**.

- You will be required to sign a **service agreement of 18 months** with a surety amount of Rs.1,25,000/-.This amount shall be payable to the company only in the event of your separation from the company before 18 months from the date of joining.

Pls note:

You need to have cleared all subjects in the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.

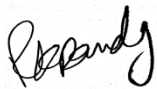
You will be part of the infrastructure division located anywhere in (Noida/Gurgaon/Chennai/Hyderabad/ Bangalore) etc. This division works 24x7 Shifts and you will be required to do so as per the need of the organization. Submission of all the documents mentioned above is essential for the validity of your appointment with the company.

We would require some information from your side for your joining documentation, kindly fill in the PIF (Personal Information Form) attached with this mail and submit the softcopy of the same as an acceptance of the offer to your placement officer by the **2nd Jan 2016**.

With best wishes we look forward to a mutually beneficial association.

Yours Truly,

For HCL Technologies (IOMC)



Puneet Kumar Pandey

Director- HCM

I accept the offer and related terms and conditions.

Acceptance:

Date

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Date: 12thDecember2015.

Ref no: HCL/14-15/96481

V Poojitha
St.Martin's Engineering College.
Dhulapally,Secunderabad-500100

Dear V Poojitha,

Sub: Offer cum Appointment Letter – Graduate Engineer Trainee 2015

Congratulations! Subsequent to your interview for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee**. Your joining would be scheduled for **2nd Jan 2016**.

You are required to report to **Ms. Sandra S** at **9:30 am** at the following address:

**HCL, Sterling Technopolis,
4/293,Old Mahabalipuram Road,
Kandanchavadi,Chennai-600096.**

At the time of your joining, **you shall be required to submit the following documents:**

1. Date of Birth Certificate and Copy of Driving license or Election ID Card / Utility bill
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3. 9 Passport size color photographs (with light background)
4. A copy of the offer cum appointment letter

Please bring the original & photocopies of documents listed above. The original documents shall be returned to you after verification while the photocopies shall remain with us for records. Kindly note that the above offer is valid subject to your being found medically fit and clearing all your academic examinations.

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- You will be required to sign a **service agreement of 18 months** with a surety amount of Rs.1,25,000/-.This amount shall be payable to the company only in the event of your separation from the company before 18 months from the date of joining.

Pls note:

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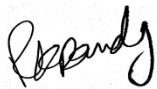
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With best wishes we look forward to a mutually beneficial association.

Yours Truly,

For HCL Technologies (IOMC)



Puneet Kumar Pandey

Director- HCM

I accept the offer and related terms and conditions.

Acceptance:

Date

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Date: 12thDecember2015.

Ref no: HCL/14-15/96480

A Praveena,
St.Martin's Engineering College.
Dhulapally, Secunderabad-500100

Dear A Praveena,

Sub: Offer cum Appointment Letter – Graduate Engineer Trainee 2015

Congratulations! Subsequent to your interview for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee**. Your joining would be scheduled for **2nd Jan 2016**.

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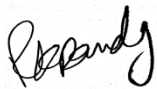
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With best wishes we look forward to a mutually beneficial association.

Yours Truly,

For HCL Technologies (IOMC)



Puneet Kumar Pandey

Director- HCM

I accept the offer and related terms and conditions.

Acceptance:

Date

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HRD/3T/15-16/64910197

June 10, 2015

Ms. G Samitha Reddy
Candidate ID: 64937782
Plot No. 48, House No. 8 - 7 - 171/4A,
Maitrivan Colony, Old Bowenpally,
Hyderabad, Andhra Pradesh
IN - 500014
Ph: (91) 9502718515

Dear G Samitha,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

SRIKANTAN MOORTHY
EVP AND GROUP HEAD - HUMAN RESOURCES

Digitally signed by SRIKANTAN
MOORTHY
Date: 6/10/2015 2:01:11 AM
Reason: Offer Letter

INFOSYS LIMITED
CIN:L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com



HRD/3T/15-16/64910197

June 10, 2015

Ms. G Samitha Reddy
Candidate ID: 64937782
Plot No. 48, House No. 8 - 7 - 171/4A,
Maitrivan Colony, Old Bowenpally,
Hyderabad, Andhra Pradesh
IN - 500014
Ph: (91) 9502718515

G. Samitha Redd
UK81A1224

Dear G Samitha,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **July 13, 2015**.

Location

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

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

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

Training Period:

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

Probation and confirmation

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

Leave

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

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

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

Agreement:

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

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) which ranges between 5% and 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2015-16 will be as follows:

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

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 2,50,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 150**.

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

Notice period

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

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

June 18, 2015

HRD/3T/15-16/64952580

Ms., Bachu Neha
Candidate ID : 64952580
1 - 4 - 178/1, 2nd Floor,
Ananda Nilayam, Kalasiguda,
Secunderabad - 500003
Ph: 89778 83993

Dear Infoscion,

SUB.: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be at Mysore, Karnataka (India). The date of your joining would be notified to you in the Letter of Appointment.

Your **Total Gross Salary** includes a Performance Incentive and will be **INR 325008** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

On your joining the Company, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. You will be required to undergo a mandatory training program for a specific period of time. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

The location of posting would be communicated to you upon successful completion of training. The duration of the training and the location of posting will be purely based on business requirements.

Your employment will be governed by the rules, regulations and policies of the Company.

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

The enforcement of this Letter of Intent and the validity of the formal Letter of Appointment which would be issued to you, are subject to your having successfully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during our campus recruitment program.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company.

Welcome to Infosys Ltd. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,



SRIKANTAN MOORTHY
EVP AND GROUP HEAD - HUMAN RESOURCES

Digitally signed by SRIKANTAN MOORTHY
Date: 2015.06.18 22:15:08 +05:30
Reason: Letter of Intent
Location: Bangalore



11-1219

HRD/3T/15-16/64910197

June 10, 2015

Ms. D Lavanya .
Candidate ID: 64937770
1- 4 - 182, DGR Building,
Kalasiguda,
Secunderabad, Andhra Pradesh
IN - 500003
Ph: (91) 9849082107

Dear D Lavanya,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

SRIKANTAN MOORTHY
EVP AND GROUP HEAD - HUMAN RESOURCES

Digitally signed by SRIKANTAN
MOORTHY
Date:6/10/2015 2:01:06 AM
Reason: Offer Letter

INFOSYS LIMITED
CIN:L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com



HRD/3T/15-16/64910197

June 10, 2015

Ms. D Lavanya .
Candidate ID: 64937770
1- 4 - 182, DGR Building,
Kalasiguda,
Secunderabad, Andhra Pradesh
IN - 500003
Ph: (91) 9849082107

Dear D Lavanya,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **July 13, 2015** .

Location

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

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

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

Training Period:

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

Probation and confirmation

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

Leave

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

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

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

Agreement:

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

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) which ranges between 5% and 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2015-16 will be as follows:

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

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 2,50,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 150**.

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

Notice period

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

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

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

Other terms and conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2014-2015. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

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

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

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

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

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

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

Yours sincerely,



SRIKANTAN MOORTHY
EVP AND GROUP HEAD - HUMAN RESOURCES

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

Date: _____, 20____

Sign your name

Print your name

Location

INFOSYS LIMITED
CIN:L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

ANNEXURE-I
(Compensation post Training)**COMPENSATION DETAILS**
(All figures in INR per month)

NAME	Ms. D Lavanya .
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	21,978

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
FIXED GROSS SALARY (FGS) (1+2+3)	23,551

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

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

ANNEXURE-II
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. D Lavanya .
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
MONTHLY GROSS SALARY	18,226

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
FIXED GROSS SALARY (FGS) (1+2+3)	19,565

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	978	1,957	2,935
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			20,543
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			21,522
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			22,500

OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

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

11-9255



June 18, 2015

HRD/3T/15-16/64937818

Ms., Uttarwar Pralekhy
Candidate ID: 64937818
Flat No. 301, Surya Devara Classic,
Nizampet Road Kukatpally,
Hyderabad - 500075
Ph: 80196 01218

Dear Infoscion,

SUB.: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for employment with us and the subsequent selection process, we are delighted to offer you the Role of **Systems Engineer in Job Level 3**. Your Role Designation will be **Systems Engineer - Trainee** and your **Personal Level** will be **3**.

The location of your initial reporting and training will be at Mysore, Karnataka (India). The date of your joining would be notified to you in the Letter of Appointment.

Your **Total Gross Salary** includes a Performance Incentive and will be **INR 325008** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

On your joining the Company, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Infosys. You will be required to undergo a mandatory training program for a specific period of time. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.

The location of posting would be communicated to you upon successful completion of training. The duration of the training and the location of posting will be purely based on business requirements.

Your employment will be governed by the rules, regulations and policies of the Company.

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

The enforcement of this Letter of Intent and the validity of the formal Letter of Appointment which would be issued to you, are subject to your having successfully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during our campus recruitment program.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company.

Welcome to Infosys Ltd. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours sincerely,

SRIKANTAN MOORTHY
EVP AND GROUP HEAD - HUMAN RESOURCES

Digitally signed by SRIKANTAN MOORTHY
Date: 2015.06.18 22:14:59 +05:30
Reason: Letter of Intent
Location: Bangalore

**Letter of intent for the position of Software Engineer Trainee**

Messages

Mahesh Nair <mahesh.nair@impelsys.com>
sprushika1993@gmail.com

Wed, Mar 18 2015

Campus Corporate <camp2corp@gmail.com>, PLACEMENTS SMEC <tpo.smec@gmail.com>

Dear Sprushika,

This is to inform you that we are pleased to offer you a position of **Software Engineer Trainee** in our company, as discussed by us. You are requested to join us on or before **1st April, 2015**. As a part of the offer, Impelsys would put you across on an intense training program (3 months) with a third party vendor. You need not bare the cost for the training, as Impelsys would be paying for the training cost incurred.

Your Cost to the Company will be between **Rs 2,40,000/- (Two Lakh Forty Thousand Only)** and **Rs 3,00,000/- (Three Lakh Only)** after successful completion of the training program. per year. Subject to various deductions as per companies and government policy. However you will be paid a stipend of **Rs 8,000/- (Eight Thousand Only)** during the training period. The training provided would be cross technical and we expect your fullest cooperation in successful completion of the training program. We would also share the evaluation matrix with you all which would help you in the assessment before and after the training program. Compensation and Benefits information is personal and confidential in nature. We urge to maintain the confidentiality of your compensation details and not to share it with others.

The roles and responsibilities, and other terms and conditions of your employment will be explained and specified in detail in your letter of appointment, which will be given to you on the date of joining. You are requested to bring along your original certificates, providing evidence of your qualification and service claimed along with photocopies for verification on your date of joining.

We welcome you to Impelsys Family and hope it would be the beginning of a long and mutually beneficial association.

Kindly acknowledge this mail before **20th March, 2015** as an acceptance of this offer, failing so we shall conclude that you are not interested in further continuing the employment offer made by us and this offer would automatically be revoked.

Please let me know if you need further clarification or if you may have any questions.

Good luck!

Best,

Mahesh

Mahesh Nair

Manager - Human Resource

Mobile: +91 96204 73348 | Office: +91 80 66167500

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18-Mar-2015

**G Prathyusha,
B.Tech, Information Technology
St. Martin's Engineering College, Secunderabad
Ref no – HRD/3T/14-15/6101356**

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Impelsys. Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (ATR) of Rs. **2,40,000**. This includes an annual incentive indication of Rs.22,000, as well as Impelsys contribution of Rs.21,005 towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755. This includes an annual incentive indication of Rs.20,000 as well as Impelsys contribution of Rs. 21,755 towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Impelsys that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.impelsys.com>
Yours sincerely,
For IMPELSYS Pvt. Ltd.,

A handwritten signature in black ink, appearing to be 'I. Venk'.

SVP - Human Resources

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

Signature:

Date:



18-Mar-2015

**B Arun Kumar,
B.Tech, Information Technology
St. Martin's Engineering College, Secunderabad
Ref no – HRD/3T/14-15/6101405**

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Impelsys. Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (ATR) of Rs. **2,40,000**. This includes an annual incentive indication of Rs.22,000, as well as Impelsys contribution of Rs.21,005 towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755. This includes an annual incentive indication of Rs.20,000 as well as Impelsys contribution of Rs. 21,755 towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Impelsys that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.impelsys.com>
Yours sincerely,
For IMPELSYS Pvt. Ltd.,

A handwritten signature in black ink, appearing to be 'I. K. S. K.' with a stylized flourish at the end.

SVP - Human Resources

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

Signature:

Date:



18-Mar-2015

**A Nithin Reddy,
B.Tech, Information Technology
St. Martin's Engineering College, Secunderabad
Ref no – HRD/3T/14-15/6101385**

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Impelsys. Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

During your probation period of 12 months, which includes your training program, you are entitled to an annual Total Remuneration (ATR) of Rs. **2,40,000**. This includes an annual incentive indication of Rs.22,000, as well as Impelsys contribution of Rs.21,005 towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755. This includes an annual incentive indication of Rs.20,000 as well as Impelsys contribution of Rs. 21,755 towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Impelsys that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.impelsys.com>
Yours sincerely,
For IMPELSYS Pvt. Ltd.,

A handwritten signature in black ink, appearing to be 'I. K. Singh'.

SVP - Human Resources

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

Signature:

Date:



Crecer Digibots India Pvt. Ltd.
Formerly Known As Seema Infotech Pvt. Ltd.

15-6-2015

Dear K Akhilesh,

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.4 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Samal" with a stylized flourish at the end.

Managing Director



Crecer Digibots India Pvt. Ltd.
Formerly Known As Seema Infotech Pvt. Ltd.

15-6-2015

Dear N Anil Reddy,

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.4 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Anil Reddy", with a long horizontal stroke extending to the right.

Managing Director



Crecer Digibots India Pvt. Ltd.
Formerly Known As Seema Infotech Pvt. Ltd.

15-6-2015

Dear S Aruna Rani,

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.4 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Aruna Rani", with a long horizontal stroke extending to the right.

Managing Director



Crecer Digibots India Pvt. Ltd.
Formerly Known As Seema Infotech Pvt. Ltd.

15-6-2015

Dear S Manisha,

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.4 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Manisha", with a long horizontal stroke extending to the right.

Managing Director



Crecer Digibots India Pvt. Ltd.
Formerly Known As Seema Infotech Pvt. Ltd.

15-6-2015

Dear S Vineela,

We are pleased to formally extend this job offer for the position of Software Engineer at our office. Working hours will be from 9 am to 6pm, Monday to Friday. This full time position will have an annual base pay of 2.4 LPA which will be paid out monthly in conjunction to our existing payroll schedule.

You will be eligible for company benefits which will be discussed further during the orientation. You will be given 18 days paid vacation leave and 10 days sick leave which will also be further discussed during orientation and in the employee manual handed out during the event.

For any other questions and verifications, please feel free to contact us with the details provided for above.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Samal", with a long horizontal stroke extending to the right.

Managing Director



Date: 10.10.2015

Ref No: IBM/3216-00415 /PUNE

B VISHAL BALAJI,

H.No:208, 5TH PHASE,JANAPRIYA APARTMENTS,

MIYAPUR, HYDERABAD.

Dear Vishal Balaji,

We are pleased to offer you the position of Resource Deployment Manager, in band 6 with a package of **2.9 LPA**. Attached are the specific terms and conditions of our offer-please read it carefully as important details are included.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **15-11-2015** . Please contact us immediately .If you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn .

To confirm your acceptance of this offer, you are required to:

- Respond via email to offerconfirmation@in.ibm.com to communicate acceptance of the offer and confirm your joining date. Please note that if you do not send your acceptance to the email ID, you will not be allowed on the joining date specified above.
- Any change of joining date must be sent to offerconfirmation@in.ibm.com at least 5 days prior to your original joining date.
- Report to

IBM Global Services India Pvt Ltd,

Subramanya Arcade, Floor II, Block II, No-12, Bannerghatta Main Road,

Bangalore-560029.



On the joining date at 9.00 a.m . Please note that it is important to be on time to complete the joining formalities. If you arrive late you will not be allowed to join and must reschedule your joining date .

A handwritten signature in black ink, appearing to read 'Sudhir Bharadwaj', is written over a light blue horizontal line.

Sudhir Bharadwaj

Head HR

I, Vishal Balaji, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

Signature

Date



Date: 10.10.2015

Ref No: IBM/3216-00415 /PUNE

P SUNITHA,

**H.No:503,SQUARE APARTMENTS,MAYURI NAGAR,
CHANDA NAGAR,HYDERABAD.**

Dear Sunitha ,

We are pleased to offer you the position of Resource Deployment Manager, in band 6 with a package of **2.9 LPA**. Attached are the specific terms and conditions of our offer-please read it carefully as important details are included.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **15-11-2015** . Please contact us immediately .If you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn .

To confirm your acceptance of this offer, you are required to:

- Respond via email to offerconfirmation@in.ibm.com to communicate acceptance of the offer and confirm your joining date. Please note that if you do not send your acceptance to the email ID, you will not be allowed on the joining date specified above.
- Any change of joining date must be sent to offerconfirmation@in.ibm.com at least 5 days prior to your original joining date.
- Report to

IBM Global Services India Pvt Ltd,

Subramanya Arcade, Floor II, Block II,No-12,Bannerghatta Main Road,

Bangalore-560029.



On the joining date at 9.00 a.m . Please note that it is important to be on time to complete the joining formalities. If you arrive late you will not be allowed to join and must reschedule your joining date .

A handwritten signature in black ink, appearing to read 'Sudhir Bharadwaj', is written over a light blue horizontal line.

Sudhir Bharadwaj

Head HR

I, Sunitha, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

Signature

Date



Date: 10.10.2015

Ref No: IBM/3216-00415 /PUNE

ANJUM FATHIMA,

H.No:87, VIVEKANANDA NAGAR,

OLD BOWENPALLY, SECUNDERABAD .

Dear Anjum Fathima ,

We are pleased to offer you the position of Resource Deployment Manager, in band 6 with a package of **2.9 LPA**. Attached are the specific terms and conditions of our offer-please read it carefully as important details are included.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **15-11-2015** Please contact us immediately .If you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn .

To confirm your acceptance of this offer, you are required to:

- Respond via email to offerconfirmation@in.ibm.com to communicate acceptance of the offer and confirm your joining date. Please note that if you do not send your acceptance to the email ID, you will not be allowed on the joining date specified above.
- Any change of joining date must be sent to offerconfirmation@in.ibm.com at least 5 days prior to your original joining date.
- Report to

IBM Global Services India Pvt Ltd,

Subramanya Arcade, Floor II, Block II, No-12, Bannerghatta Main Road,

Bangalore-560029.



On the joining date at 9.00 a.m . Please note that it is important to be on time to complete the joining formalities. If you arrive late you will not be allowed to join and must reschedule your joining date .

A handwritten signature in black ink, appearing to read 'Sudhir Bharadwaj', is written over a light blue horizontal line.

Sudhir Bharadwaj

Head HR

I, Anjum Fathima, acknowledge that I have read, understood and accept this offer and the terms and conditions contained in the attached Schedule(s), and agree to be bound by the terms and conditions of employment as outlined therein.

Signature

Date



To,
B Akshay Kumar,

Date: April 24th, 2015.

Re: Offer of Employment

Dear,

On Behalf of the KTree, we are very pleased to issue this offer letter for the position of **Software Engineer**, at Hyderabad. This offer letter outlines only the basic terms which are most exhaustive and does not include the detailed terms and conditions of your employment. This offer is contingent on a candidature reference and successful completion of the background check done by the company.

Start Date and salary

Unless we mutually agree otherwise in writing, you will commence employment on 27th April, 2015 (the “start date”). Your starting salary will be **Rs 28,000 (Two Eight thousand only)** per month payable in accordance with the company’s standard payroll practice. Your salary will compensate you for all hours worked, excluding payments for any overtime. If you have completed 6 months with the company you will be eligible for a performance assessment and salary adjustment in the next following month.

Note: This Offer of Employment is valid only after “Employment Agreement” documentation is done between KTree and You.

We are very excited about the possibility of you joining us. I hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Sincerely,

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer. For

and on behalf of KTree

A handwritten signature in black ink that reads 'Vivek Singh'.

Vivek Singh
HR Manager.
KTree Limited



To,
D Srujan Kumar,

Date: April 24th, 2015.

Re: Offer of Employment

Dear,

On Behalf of the KTree, we are very pleased to issue this offer letter for the position of **Software Engineer**, at Hyderabad. This offer letter outlines only the basic terms which are most exhaustive and does not include the detailed terms and conditions of your employment. This offer is contingent on a candidature reference and successful completion of the background check done by the company.

Start Date and salary

Unless we mutually agree otherwise in writing, you will commence employment on 27th April, 2015 (the “start date”). Your starting salary will be **Rs 28,000 (Two Eight thousand only)** per month payable in accordance with the company’s standard payroll practice. Your salary will compensate you for all hours worked, excluding payments for any overtime. If you have completed 6 months with the company you will be eligible for a performance assessment and salary adjustment in the next following month.

Note: This Offer of Employment is valid only after “Employment Agreement” documentation is done between KTree and You.

We are very excited about the possibility of you joining us. I hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Sincerely,

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer. For

and on behalf of KTree

A handwritten signature in black ink that reads "Vivek Singh".

Vivek Singh
HR Manager.
KTree Limited



To,
K Rohith,

Date: April 24th, 2015.

Re: Offer of Employment

Dear,

On Behalf of the KTree, we are very pleased to issue this offer letter for the position of **Software Engineer**, at Hyderabad. This offer letter outlines only the basic terms which are most exhaustive and does not include the detailed terms and conditions of your employment. This offer is contingent on a candidature reference and successful completion of the background check done by the company.

Start Date and salary

Unless we mutually agree otherwise in writing, you will commence employment on 27th April, 2015 (the “start date”). Your starting salary will be **Rs 28,000 (Two Eight thousand only)** per month payable in accordance with the company’s standard payroll practice. Your salary will compensate you for all hours worked, excluding payments for any overtime. If you have completed 6 months with the company you will be eligible for a performance assessment and salary adjustment in the next following month.

Note: This Offer of Employment is valid only after “Employment Agreement” documentation is done between KTree and You.

We are very excited about the possibility of you joining us. I hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Sincerely,

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer. For

and on behalf of KTree

A handwritten signature in black ink that reads "Vivek Singh".

Vivek Singh
HR Manager.
KTree Limited



2014/11
GENPACT

Date: 24-Mar-15

Dear: A. Mounika.

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be 4,80,000/-. Variable component, Annual Bonus and locations specific allowances are paid in addition to your CTC.

2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.

3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

- (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
- (ii) Reporting Time: To be updated as per process requirements
- (iii) Location:

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

5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.

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

7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor. In compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.

8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.

9. This LOI shall be subject to;

- (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
- (ii) Producing the original final year mark sheet.
- (iii) You're clearing the Ops. Interview & Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
- (iv) You're successfully completing the reference check.

GENPACT

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

10. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.

12. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

13. You agree and understand that this LOI is provisional and conditional subject to

- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
- (ii) Genpact issues you a formal letter of appointment.

14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,

For Genpact India
Human Resources

Accepted and Agreed

Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 8886447363 / _____

ANNEXURE I

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.

- a) Letter of Intent (GENPACT offer letter)
- b) Date Of Birth Proof (ONE of the following: Birth Certificate, Class 10 Board Certificate, Passport,
- c) Pan Card, Driving license)
- d) Photo ID (ONE of the following: Voters ID, Driving license, Photo Credit Card, Passport, Ration Card,
- e) PAN card or XII Board hall ticket (Class XII hall tickets will be accepted only for those candidates
- f) joining straight after school and don't have any other document)
- g) Address proof (ONE of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents,
- h) Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill
- i) (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)
- j) The same document may be used as proof for more than one of the above requirements
- k) In the Event that you do not have any of the above mentioned documents for requirements c & d (Photo ID
- l) and Address proof) and have not been registered with the National Skill registry ("NSR") prior to your
- m) employment with Genpact (a REGISTERED CANDIDATE should produce a valid NSR registration number),
- n) please furnish an affidavit with your name, Date Of Birth, photograph, father's name, address (permanent
- o) and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be
- p) required to produce one of the documents mentioned above within 6 months from the date of joining.

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

Documents

- 1) Updated Resume
- 2) Academics: Most recent and Highest Qualification certificates
- 3) Professional Relieving Letter from previous employer (last employment)
- 4) Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 5) 3 recent Passport size Photographs.
- 6) If your salary is less than or equal to 1,80,000/- p.a, (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
 - o Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or
 - o If you would like your family covered – Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- 7) In reference to National Skills Registry clause please try and register yourself on www.nationalskillsregistry.com and carry a printout of the registration form. Information

1. Names and Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme

2. If already a member of a provident fund (PF) scheme with previous employer, then;

- (i) Employer's name
- (ii) Date of joining and leaving service with them
- (iii) Previous PF account no.

3. National Social Security no (NSSN) if allocated

With warm regards,

For Genpact Accepted and Agreed

Accepted and Agreed

Authorized Signatory

Signatory Candidate

14-15
GENPACT

Date: 24-May-15

Dear: Rohini Ragam

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be 1,20,000/-. Variable component, Annual Bonus and locations specific allowances are paid in addition to your CTC.

2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.

3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.

- (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
- (ii) Reporting Time: To be updated as per process requirements
- (iii) Location:

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

5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.

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

7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.

8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.

9. This LOI shall be subject to;

- (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
- (ii) Producing the original final year mark sheet.
- (iii) You're clearing the Ops. Interview & Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
- (iv) You're successfully completing the reference check.

GENPACT

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

10. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.

12. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

13. You agree and understand that this LOI is provisional and conditional subject to

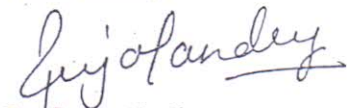
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
- (ii) Genpact issues you a formal letter of appointment.

14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,



For Genpact India
Human Resources

Accepted and Agreed



Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 8886447363 / _____

ANNEXURE I

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.

- a) Letter of Intent (GENPACT offer letter)
- b) Date Of Birth Proof (ONE of the following: Birth Certificate, Class 10 Board Certificate, Passport,
- c) Pan Card, Driving license)
- d) Photo ID (ONE of the following: Voters ID, Driving license, Photo Credit Card, Passport, Ration Card,
- e) PAN card or XII Board hall ticket (Class XII hall tickets will be accepted only for those candidates
- f) joining straight after school and don't have any other document)
- g) Address proof (ONE of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents,
- h) Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill
- i) (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)
- j) The same document may be used as proof for more than one of the above requirements
- k) In the Event that you do not have any of the above mentioned documents for requirements c & d (Photo ID
- l) and Address proof) and have not been registered with the National Skill registry ("NSR") prior to your
- m) employment with Genpact (a REGISTERED CANDIDATE should produce a valid NSR registration number),
- n) please furnish an affidavit with your name, Date Of Birth, photograph, father's name, address (permanent
- o) and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be
- p) required to produce one of the documents mentioned above within 6 months from the date of joining.

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

Documents

- 1) Updated Resume
- 2) Academics: Most recent and Highest Qualification certificates
- 3) Professional Relieving Letter from previous employer (last employment)
- 4) Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 5) 3 recent Passport size Photographs.
- 6) If your salary is less than or equal to 1,80,000/- p.a. (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
 - Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or
 - If you would like your family covered – Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- 7) In reference to National Skills Registry clause please try and register yourself on www.nationalskillsregistry.com and carry a printout of the registration form. Information

1. Names and Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme

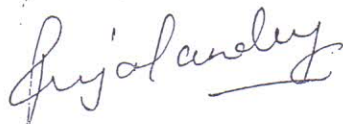
2. If already a member of a provident fund (PF) scheme with previous employer, then;

- (i) Employer's name
- (ii) Date of joining and leaving service with them
- (iii) Previous PF account no.

3. National Social Security no (NSSN) if allocated

With warm regards,

For Genpact Accepted and Agreed



Authorized Signatory



Accepted and Agreed

Signatory Candidate

GENPA



Date: 24-May-15

Dear: M. Geetha Priya

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as Process Associate Subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be 1,50,000/- Variable component, Annual Bonus and locations specific-allowances are paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or company Policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be Hyderabad. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you, the following has been agreed upon.
 - (i) Date of Joining: To be updated – Post Pre-Hire Orientation session
 - (ii) Reporting Time: To be updated as per process requirements
 - (iii) Location:
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnishes proof of registration at the time of joining. Such registration with the National Skills Registry enables the company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
7. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office – as assigned to you by your supervisor in compliance with laws in force as a full time employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
8. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
9. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Ops. Interview & Pre Hire Orientation session which will be conducted by the process manager before your on-boarding (either Telephonic or in person).
 - (iv) You're successfully completing the reference check.

GENPACT

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

10. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six month probation period during which either party may terminate the Agreement by giving 30 day notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

11. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this LOI any time at its sole discretion.

12. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

13. You agree and understand that this LOI is provisional and conditional subject to

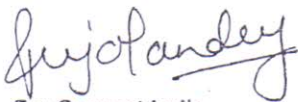
- (i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and
- (ii) Genpact issues you a formal letter of appointment.

14. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Thanking you.

Yours faithfully,



For Genpact India
Human Resources

Accepted and Agreed

Signatory Candidate

In case of any questions / clarifications regarding your appointment letter/joining/other queries,
Please contact us on +91 8886447363 / _____

ANNEXURE I

1. Listed below are the documents that you need to furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.

- a) Letter of Intent (GENPACT offer letter)
- b) Date Of Birth Proof (ONE of the following: Birth Certificate, Class 10 Board Certificate, Passport, Pan Card, Driving license)
- c) Pan Card, Driving license)
- d) Photo ID (ONE of the following: Voters ID, Driving license, Photo Credit Card, Passport, Ration Card,
- e) PAN card or XII Board hall ticket (Class XII hall tickets will be accepted only for those candidates joining straight after school and don't have any other document)
- f) Address proof (ONE of the following: Passport, Voters ID, Electricity bill (latest) of Self or Parents,
- g) Water Bill (latest) of Self or Parents, Bank Statement (Latest), Ration Card, Telephone landline bill
- h) (Latest) of self or Parents or Current lease deed- with you or Parents as lessee or co lessee)
- i) The same document may be used as proof for more than one of the above requirements
- j) In the Event that you do not have any of the above mentioned documents for requirements c & d (Photo ID and Address proof) and have not been registered with the National Skill registry ("NSR") prior to your
- k) employment with Genpact (a REGISTERED CANDIDATE should produce a valid NSR registration number),
- l) please furnish an affidavit with your name, Date Of Birth, photograph, father's name, address (permanent
- m) and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be
- n) required to produce one of the documents mentioned above within 6 months from the date of joining.
- p)

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

Documents

- 1) Updated Resume
- 2) Academics: Most recent and Highest Qualification certificates
- 3) Professional Relieving Letter from previous employer (last employment)
- 4) Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- 5) 3 recent Passport size Photographs.
- 6) If your salary is less than or equal to 1,80,000/- p.a, (CTC minus Employer's PF Contribution) you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
 - Your 3 Post card size (4X7) photographs (Copies of the same photograph) Or
 - If you would like your family covered – Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- 7) In reference to National Skills Registry clause please try and register yourself on www.nationalskillsregistry.com and carry a printout of the registration form. Information

1. Names and Date of Birth of Family members you would want to mention as nominees for the provident Fund Scheme

2. If already a member of a provident fund (PF) scheme with previous employer, then;

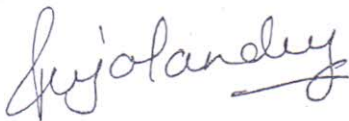
- (i) Employer's name
- (ii) Date of joining and leaving service with them
- (iii) Pervious PF account no.

3. National Social Security no (NSSN) if allocated

With warm regards,

For Genpact Accepted and Agreed

Accepted and Agreed



Authorized Signatory

Signatory Candidate



Provisional Offer Letter

Date: 01/03/2015
Dear Sourdaya Rao

Source: Westfy College

Congratulations!!!!

Further to our discussions, we are pleased to make a "provisional offer" to you as ATS on the following terms and conditions:

1. Your place of posting will be at Hyderabad.
2. You are requested to join on 01/June/2015 2015 @ 9:00AM failing which this offer will be treated as invalid.
3. Your CTC per annum will be Rs. 2,05,777. You will also be entitled to PF and Gratuity as per the relevant Acts.
4. Appropriate Income Tax will be affected on salary and benefits. The information about your compensation is personal and strictly confidential. Please do not share these details with any person or organization internally or externally.

The original appointment letter will be issued subject to your acceptance of this offer and submission of the following documents

- A copy of your appointment letter-all pages at your current organization
- A copy of the letter indicating any change in designation/salary
- A copy of your latest salary slip

In the event that there is any discrepancy in the above mentioned documents and what was stated during the interview we reserve the right to reconsider your compensation or cancel your candidature.

Please sign and return a copy of this provisional offer as a token of acceptance.

We look forward to your joining the Tech Mahindra BSG family.

Yours sincerely,
For Tech Mahindra BPO Ltd.,

Authorized Signatory

Declaration:

I have read and understood the above provisional offer and hereby accept the same.

Signature of Candidate: Sourdaya

Sai Kiran
01/3/15