



**St. MARTIN'S ENGINEERING COLLEGE**

**Dhulapally, Secunderabad - 500100**

**NBA & NAAC A+ Accredited**

**Department of Information Technology**

**Self Attested Copy of Students Placed (2018-19)**

S. No.	Roll. No	Name of the Student	Dept	Name of the Employer	Package
1	15K81A1240	PADAMATINTI BHARATH	IT	MONOCEPT	4.35 LPA
2	15K81A1211	CHANDA SUKESH	IT	KANTAR OPERATIONS	4 LPA
3	15K81A1227	MACHUKURI SARIKA	IT	INFOSYS	3.6 LPA
4	15K81A1203	APPANA MAHIMA	IT	WIPRO	3.5 LPA
5	15K81A1208	BADDAM SATHWIKA	IT	WIPRO	3.5 LPA
6	15K81A1206	B H DEEPTHI SREE	IT	TCS	3.53 LPA
7	15K81A1251	S.ACHYUTHA REDDY	IT	VIRTUSA	3.30 LPA
8	15K81A1231	MD. SALMAN	IT	CYIENT	3.25LPA
9	15K81A1260	Y SHIVA SAI RAM	IT	TALENTIO	3 LPA
10	15K81A1246	SADAK SUDESHNA	IT	TALENTIO	3 LPA
11	15K81A1258	V. VAISHALI	IT	TALENTIO	3 LPA
12	15K81A1237	NIKITHA GARGE	IT	TALENTIO	3 LPA
13	15K81A1255	VELMA HARIKA	IT	TALENTIO	3 LPA
14	15K81A1212	CHULUKURI AKHIL REDDY	IT	TALENTIO	3 LPA
15	15K81A1201	ADIBA BEGUM	IT	UBER	3 LPA
16	15K81A1222	VAISHNAV KUMAR KORATPALLY	IT	COGNIZANT	3 LPA
17	14K81A1219	GADDAM RICHITH	IT	SYNTEL	3 LPA
18	15K81A1225	M VIVEKANANDA	IT	SYNTEL	3 LPA
19	15K81A1232	N JATIN SANTOSH RISHEEK	IT	SYNTEL	3 LPA
20	15K81A1233	N ANANTHA ANDAL SRILEKHA	IT	SYNTEL	3 LPA
21	15K81A1202	A. ADITYA SHARMA	IT	DELASOFT INC.	2.88 LPA
22	15K81A1218	KAKANI DINESH KUMAR	IT	Q SPIDERS	2.6 LPA
23	15K81A1223	KOTHAKOTA DIVYA	IT	Q SPIDERS	2.6 LPA
24	15K81A1234	NAMINDLA SHINYNAKSHATHRA	IT	Q SPIDERS	2.6 LPA
25	15K81A1210	CH MAHESH	IT	Q SPIDERS	2.6 LPA
26	15K81A1238	NIMMA SATYANARAYANA REDDY	IT	Q SPIDERS	2.6 LPA
27	15K81A1241	PALLI CHAITANYA PAUL	IT	Q SPIDERS	2.6 LPA
28	15K81A1257	VULLAGANTI KRISHNA CHAITANYA	IT	Q SPIDERS	2.6 LPA
29	15K81A1259	Y VIKRANTH	IT	Q SPIDERS	2.6 LPA
30	15K81A1254	VADLAKONDA CHANDANA	IT	Q SPIDERS	2.6 LPA
31	15K81A1209	BARLA NAVYA REDDY	IT	Q SPIDERS	2.6 LPA
32	15K81A1253	UPPULA AKHILA	IT	Q SPIDERS	2.6 LPA
33	15K81A1230	MASAIPET SUMANA	IT	AMAZON	2.4LPA
34	15K81A1217	JALADANKI PRATHYUSHA	IT	ALIENS GROUP	2.4 LPA
35	15K81A1204	ARPAN REDDY G	IT	ALIENS GROUP	2.4 LPA
36	15K81A1216	GANDE ANUROOP	IT	ALIENS GROUP	2.4 LPA
37	15K81A1229	M.RUTHVUK KUMAR YADAV	IT	MAINTEC TECHNOLOGI	2.2 LPA
38	15K81A1214	GAGI VINAY	IT	ICICI BANK	2 LPA
39	15K81A1252	T AGNIVESH	IT	ICICI BANK	2 LPA
40	15K81A1236	N RAMYA YADAV	IT	ICICI BANK	2 LPA

*[Signature]*  
HOD

Head of the Department  
Department of Information Technology  
St. Martin's Engineering College

*[Signature]*  
TPO

Director Corporate Relations  
Training and placement  
St. Martin's Engineering College  
Dhulapally, Secunderabad- 500100

*[Signature]*

PRINCIPAL  
PRINCIPAL  
St. MARTIN'S ENGINEERING COLLEGE  
Dhulapally (V), Dundigal-Gandimaisamma (M)  
Medchal-Malkajgiri (D), Secunderabad-500100



February 26, 2019

Appointment Letter # MCPV10414

Mr. Padamatinti Bharath,  
H. No. 10-95  
Mustabad  
Rajanna Siricilla  
505404

Dear Bharath,

Congratulations! Welcome to the Monocept family. We are delighted to offer you an employment as "**Software Engineer**".

Accordingly, your Cost-To-Company (CTC) will be ₹403550/- gross per annum, inclusive of Variable Pay of ₹ 25000/-, less legally required and authorized deductions, payable in monthly installments as set forth below in accordance with Monocept's payroll practices and procedures.

	<u>Monthly</u>	<u>Yearly</u>
Basic Salary	15000	180000
House Rent Allowance	6000	72000
Special Allowance	4109	49302
Medical Allowance	1250	15000
Conveyance Allowance	1600	19200
Employer Contribution to PF	2042	24498
Employer Contribution to Gratuity		8550
Employer Contribution to Insurance		10000

*Note: Upon your joining Monocept, you are requested to contact our Finance Department and work out your Income Tax.*

You are requested to accept this offer of employment by 26-February-2019, on which date the validity of this offer expires, and join by 6-March-2019.

You are required to abide by all the rules and regulations of the Company which are in existence and which shall come into effect from time to time in the business interest. However, defined organizational terms & Condition (Annexure I) are enclosed which forms mutual relationships for trust and longevity.

We once again welcome you to the Monocept family and looking forward to a long-term mutually beneficial professional association.



You are requested to go through this appointment letter carefully and return the duplicate copy duly signed to us as a token of having accepted the terms of appointment.

Sincerely,

*P. Bharathi*

Tanbeer Kaur  
Assistant Manager-Human Resources

**Documents/Information to be brought on the day of joining:**

- 5 passport size color photographs of self. Photos must have taken recently and within the last 3 months.
- Copies of educational certificates – (Graduation & Post-Graduation or the highest qualification)
- Photocopy of your Passport, if you have one. If you don't have a passport, we encourage you to apply for the same before joining us.
- Dates of Birth of your spouse/children (information)
- Copy of relieving/experience letter from all the previous employers
- Provident Fund number and Trust address details (information)
- PAN Card copy
- Election Card
- Aadhar copy
- A cancelled cheque leaf

Note: This offer is valid subject to satisfactory referral checks, if any required. We also reserve the right to contact any of your previous employers during the term of employment with Monocept Consulting.



(Annexure-I)

Terms & Conditions

- Your title and role can be changed by the Company from time to time and roles will be flexibly interchangeable between different verticals/functions/projects.
- Confidentiality of Salary Information: You are required to strictly maintain the secrecy of salary and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment, to any other employee of the Company.
- Salary Change: The work performance would be reviewed periodically, as per company's performance management system and the salary will be adjusted accordingly, if and when required.
- The detailed policies of the company, any additional terms and conditions of employment, job description, objectives and goal setting based on our Performance Planning and Evaluation System to be introduced, etc., will be issued to you from time to time.
- Working Days: Presently, the Company works 5 days in a week except public holidays and Annual Holidays. Saturdays & Sundays are weekly off days.
- Working Hours: Our present working hours on working days are from 10 AM to 7 PM, with an hour earmarked for lunch and other breaks, and it may get changed based on the Project requirement.
- Transfer/Deputation: You will be transferred /deputed to any office/division/project of the Company and/or its subsidiaries/associates or customers within and/or outside India, if a business requirement arises with or without additional benefits.
- Extended Working: You may be required, from time to time, to work beyond normal hours and days based on target works to be completed. In any case, you must account for at least 8 hours of work every working day and there will no compensatory off for extra hours put in on working days, weekends or holidays by you to complete your work within target time.
- Accident Insurance: "Employee" is covered under Accidental Insurance scheme to the tune of 3 times of the salary (Annual Salary) for death.
- Medical Insurance: You and your family members (spouse and two children) are covered under the Medical Insurance scheme (only for hospitalization and as per the insurance provider's terms and conditions). The total amount insured for the family is Rs.2,00,000/-.



- **Gratuity:** The organization has a Gratuity Policy for providing gratuity benefits to its employees. The employee becomes eligible for gratuity benefits under the scheme after completion of five (5) years of continuous paid employment/service. The gratuity is equivalent to approximately 57% of monthly Basic Salary. The same will be payable on retirement from service or in the event of earlier death or separation from the company. In case of death while in service, the nominee will get full gratuity (subject to the upper limit specified by the gratuity act) calculated as though the employee had worked in the company until retirement age. Prevailing gratuity rules apply.
- **Provident Fund:** PF is a statutory benefit available to all regular employees and is governed by the rules and regulations of the Government. Please bring the necessary details like PF account number and trust address from your previous employer to facilitate fund transfer to the new account.
- **Leave and Holidays:** -
  - **Paid Leave:** The organization provides 24 days of paid leave in a year (April-March calendar year) and will be pro-rated for employees, based on the joining date.
  - **Holidays:** The organization announces its holidays on yearly (January-December) basis at the beginning of the year. This is limited to 10 days per annum.

In addition, the company offers a host of other paid leave to take care of exigencies and needs in life such as bereavement of close relatives (parents, parents-in-law, spouse and children), paternity leave and maternity leave, as per leave policy.

- **Dress Code:** On a client visit to Monocept or for any client's place visit, you are expected to be well groomed and dressed smartly in formal wear (T-Shirts, Jeans, un-tucked shirts, etc. will not be acceptable). Certain situations and client visits may also require you to be dressed in suit with tie.
- **Personal Expenses:** All personal expenses, including on food, will have to be borne by you from your salary (when at location of posting) and/or from daily allowances when on tour.
- **Travel Policy:** All travel, board, lodging and local conveyance reimbursements to you will be as per prevailing policies and/or practices of the Company.
- **Reporting:** The reporting requirement can change on project by project basis and/or from time to time.
- **Employment:** Whilst employed with Monocept, you are not permitted to undertake any other employment or engage in any other service activities, whether of a commercial nature or not.



- Probationary Period Separation Clause:

The employee shall be on probation for a period of 6 (six) months from the date of joining or until such other time that the employment is confirmed by the Company, whichever is later. However, if you do not receive any written communication within two weeks after the completion of full six months regarding an extension of your probationary period, it shall deem to be over and your service is confirmed.

During or at the end of this probation period, the Employee's employment may be terminated at any time on 5 working days' notice given in writing and without the Company being required to furnish any reasons thereof. The employee can terminate the employment by giving one month's notice during the probationary period.

- Post-Probation Separation Clause:

An employee can terminate the employment by giving two months' notice and the Company can terminate the employment by giving two months' notice or salary (Basic Pay) in lieu thereof. During this time, the employee will ensure that all the assigned (and/or to be assigned) work has been completed and handed over to the satisfaction of the organization before getting relieved. The decision on the date on which the employee will be relieved rests solely with the organization. Notice period means that the employee is present in the organization during the said notice period to carry out the work.

- Acceptance of Resignation: - You will be relieved only after you have fulfilled the terms of the undertakings or assignments with the Company. Pay Back of Notice Period is not encouraged at Monocept, hence adherence to completion of notice period is mandated. You also agree that you will make no public announcement concerning your resignation, termination or departure from Monocept.
- Non-Disclosure Agreement: On the date of your joining the company, you will be required to sign a comprehensive non-disclosure agreement with suitable non-compete clause as per the draft that will be provided to you by the company and the client as per the project requirement. Such NDA shall be in full force during the tenure of your employment with the company on probation as well as on confirmed employment. You will be required to fulfill all the terms and conditions of such non-disclosure agreement. Any failure or violation on your part of any of the terms and conditions of the NDA will entitle the management to terminate your services without giving any notice and also claim for damages from you as provided in the above NDA.
- Posting: Your job location will be notified. The job also involves and requires you to travel within India and Overseas for different periods of time as required by projects/work on hand.



- Qualifications, Experience Certificates and Reference Checks: The letter of Appointment is subject to your submission of copies of your relevant qualification(s) and experience certificates as well as verification of experience and references. Your services may be terminated immediately if you are unable to do so or any information is found to be not in line with Monocept's expectations, even after you may have joined the company.
- Termination by the Company: Your services can be terminated immediately by the company without any notice if you are found:
  - guilty of disorderly behavior, disobedience, dishonesty, disrespect to customers, colleagues and superiors, indiscipline, absence from duty without approved leave or permission.
  - to have misrepresented any information pertaining to your qualifications, experience, service records, etc.
  - not devoting your full time and attention to the work of the company.
  - not able to perform according to the Monocept expected performance criteria.
  - indulging in outside employment or business, either full time or part time.
  - divulging to third parties or using for personal gain confidential information pertaining to the intellectual properties, products, services, processes, businesses, affairs and/or any other confidential information of the company and/or its parents, subsidiaries, affiliates, associates, customers, etc.
  - to have become insolvent.
  - to retain originals and/or make copies of the company's intellectual properties without express written consent of the company.
  - to have entered into any commitment or dealing on behalf of the company without the necessary authority of the company.
  - flouting all or any rules, regulations and policies of the company without legitimate reason.
  - guilty of misdemeanor, misconduct, negligence or breach of any of the terms of this Letter of Appointment.



Upon the termination of your employment you shall return to the Company all documents, records, items and materials in your possession or custody belonging to the Company or its clients and you shall not retain any copies (including electronic or soft copies) thereof.

All the above are serious matters and the termination decision of the company in any such case will be final and binding on you.

- **Confidentiality and Non-Disclosure:** Your receipt and acceptance of this Letter of Appointment binds you to maintain complete confidentiality and commitment to total non-disclosure with regard to all company's technical and commercial matters, during and consequent to your tenure with the company. Unless otherwise authorized, you must never be in possession of any intellectual property in any form, CDs, documentation and office materials belonging to Monocept, and the intellectual properties belonging to Monocept must not be worked upon (customized, modified, added to, etc.) for any purpose other than that of Monocept assigned work. You will also be required at any time to sign our Non-Disclosure Agreement as a sign of acceptance of its provisions.
- **Quality/Process Initiatives** – You should follow and adhere to the information security policies and procedures.
- **Safe Custody of Company Material:** You are responsible for the safekeeping, good condition and order of all the Company property entrusted to your care and charge. The company reserves the right to deduct the cost of such articles from your dues, or take such actions as may be deemed proper, in the event of failure to account for such property, to our satisfaction.
- **Security:** If there is a need to take some of the equipment's/Material/ documents out of office premises for any reasons shall obtain permission from Concerned In charge and need to record in the Material movement register.
- **Destroying papers & materials:** Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.
- **Use of Company Resources:** You shall use the company's resources only for official purpose. You are requested to use the Company resources to an optimum extent with no wastage.
- **Rules and Regulations:** You will at all times be governed by the Rules and Regulations laid down by the company from time to time. These rules and regulations will be deemed to form an integral part of this Letter of Appointment, also deemed to be a Contract.



- **Arbitration:** Any claim or controversy arising out of this Contract or any breach thereof shall be settled by arbitration in Hyderabad, India in accordance with the rules of conciliation and arbitration of the Indian Arbitration Act as in force at the time. You are required to abide and be bound by the arbitration award of the arbitrator as the final adjudication of any such claim or controversy.
- **Income Tax Liability:** The Income Tax liability with regards to your salary and perks will be your liability, and will be governed by the tax laws of the country as applicable from time to time.

In all matters, including those not specifically covered here, such as travel, leave, work norms etc., will be governed by the rules of the company framed from time to time.

The Terms and Conditions of Employment are based on Company Policies, Benefits, Practices and other rules currently applicable and shall be amended from time to time with or without prior information. You will also abide by all other rules and regulations of the company, which shall be in force, from time to time.

Please sign and return the duplicate copy of this Letter of Appointment as a sign of your acceptance of this entire Contract.

Sincerely,

*P. Bhavathi*

Tanbeer Kaur  
Assistant Manager-Human Resources



## EMPLOYEE NON-DISCLOSURE AGREEMENT

1. **General.** As an employee of MONOCEPT a company incorporated in Hyderabad, India, under the Companies Act 1956 and in consideration of the compensation now and hereafter paid to me, I will devote my best efforts to furthering the best interests of MONOCEPT. During my employment, I will not engage in activity that:
  - (a) conflicts with MONOCEPT business interests, including without limitation, any business activities not contemplated by this agreement,
  - (b) occupies my attention so as to interfere with the proper and efficient performance of my duties at MONOCEPT, or
  - (c) interferes with the independent exercise of my judgment in MONOCEPT'S best interests.

As used herein, MONOCEPT business means the development, marketing and support of software and services for business and professional use including operation systems, application program, Internet related websites or e-commerce solutions as well as books and hardware for the microcomputer and Internet marketplace.

2. **Recognition of Absolute ownership.** That I do hereby recognize and admit that MONOCEPT is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, manufacturing, distribution, or other technical or business information or trade secrets of MONOCEPT, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, development or experimental work, work in progress, customers and suppliers as well as software for business and professional use application programs, operating systems, internet websites or e-commerce solutions, books, hardware and information for the microcomputer and internet marketplace used by me in the course of my employment with MONOCEPT.

I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment or otherwise in the same.

In this agreement, all confidential and/or proprietary information belonging to and/or in possession of MONOCEPT, which is received, accessed, and/or used by me during the course of my employment with MONOCEPT, shall include without limitation, such information received from MONOCEPT.

3. **Non-Disclosure.** At all times, during my employment and thereafter, I will not disclose to anyone outside MONOCEPT nor use for any purpose other than my work for MONOCEPT:



- a. any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MONOCEPT, including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, computer programs, formulae, development or experimental work, work-in-progress, customers and suppliers,
- b. any information MONOCEPT has received from others which MONOCEPT is obligated to treat as confidential or proprietary or
- c. any confidential or proprietary information which is circulated within MONOCEPT via its internal electronic mail system, intranet or otherwise.

I will also not disclose any confidential or proprietary information to anyone inside MONOCEPT except on a "need-to-know" basis. If I have any questions as to what comprises such confidential or proprietary information or trade secrets, as to whom, if anyone inside MONOCEPT, it may be disclosed, I will consult with my manager at MONOCEPT.

4. **Assignment of inventions.** I hereby assign exclusively to MONOCEPT all my right, title and interest in and to any all inventions, discoveries, designs, developments, improvements, copyrightable material, and trade secrets (collectively herein "Inventions") that I solely or jointly may conceive, write, encode, develop, or reduce to practice during the period of time I am in the employment of MONOCEPT. I will make prompt and full disclosure to MONOCEPT of any inventions, and if for any reason the assignment pursuant to this clause is not effective, will hold all such inventions in trust for the sole benefit of MONOCEPT.

I hereby waive and quit claim to MONOCEPT, any and all claims of any nature whatsoever that I now or hereafter may have for infringement of any patent resulting from any patent applications for any inventions so assigned to MONOCEPT.

My obligation to assign shall not apply to any invention about which I can prove that:

- a) it was developed entirely on my own time; and
- b) no equipment, supplies, facilities, services or trade secret of MONOCEPT was used in its development; and
- c) it does not relate
  - (i) directly to the business of MONOCEPT or
  - (ii) to the actual or demonstrably anticipated research or development of MONOCEPT; and
- d) it does not result from any work performed by me for MONOCEPT.



5. **Excluded and Licensed inventions.** I have attached hereto, a list describing all inventions – belonging to me and made by me prior to my employment with MONOCEPT that I wish to have excluded from this agreement. If not such list is attached, I represent that there are no such inventions. If in the course of my employment at MONOCEPT, I use in or incorporate into a MONOCEPT product, program, process or machine, and invention owned by me or which I have an interest, MONOCEPT is hereby granted and shall have an exclusive royalty-free, irrevocable, worldwide license to make, have made, use and sell that invention without restriction as to the extent of my ownership or interest.
6. **Application for Copyright and Patents.** I will execute any proper oath or verify any proper document in connection with carrying out the terms of this agreement. If, because of my mental or physical incapacity or for any other reason whatsoever, MONOCEPT is unable to secure my signature to apply for or to pursue any application for any Indian or foreign patent or copyright covering inventions assigned to MONOCEPT as stated above, I hereby irrevocably designate and appoint MONOCEPT and its duly authorized officers and agents as my agent and attorney in fact, to act for me and in my behalf and stead, to execute and file any prosecution and issuance of Indian and foreign patents and copyrights thereon with the same legal force and effect as if executed by me,. I will testify at MONOCEPT request and expense in any interference, litigation or other legal proceeding that may arise during or after my employment.
7. **Third party information.** I recognize that MONOCEPT has received and will receive confidential or proprietary information from its customers as well as third parties subject to a duty on MONOCEPT part to maintain the confidentiality of such information and to use it only for certain limited purpose. During the term of my employment and thereafter, I will not disclose such confidential or proprietary information to anyone except as necessary in carrying out my work in MONOCEPT and consistent with MONOCEPT agreement with such customers or third party. I will not use such information for the benefit of anyone other than MONOCEPT or such third party, or in any manner inconsistent with any agreement between MONOCEPT and such third party of which I am made aware.
8. **Prior Employer Information.** During my employment at MONOCEPT, I will not use improperly or disclose any confidential or proprietary information or trade secrets of my former or current employers, principals, partners, co-ventures, clients, customers or suppliers of the vendors or customers of such persons or entities or their vendor or customers and I will not bring onto the premises of MONOCEPT, any unpublished document or any property belonging to any such persons or entities or their vendors or customers unless such persons or entities have given their consent. I will not violate any non-disclosure or proprietary rights agreement I might have signed in connection with any such person or entity.



- 01-06, T...
9. **Presumption of breach.** In the event of the possession, access and or use of the confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of MONOCEPT, including without limitation, concepts, technique's processes, methods, system's, designs, clients, cost data, computer programs, formulae, development or experimental work, work-in-progress, customers and suppliers as well as software for business and professional use, application programs, internet websites, e-commerce solutions, books, hardware and information for the microcomputer and internet marketplace by any other third party with whom I may have a nexus, it shall be presumed, unless proved to the contrary, that such information has so come to the possession of the third party on account of breach of this agreement by me.
  10. **Term of employment.** I acknowledge that my employment will be of indefinite duration and that either MONOCEPT or I will be free to terminate this employment relationship at will and at any time with or without cause and in accordance with the Employment Agreement signed by me with MONOCEPT. I also acknowledge that any representations to the contrary are unauthorized and void, unless contained in the said employment agreement signed by an officer of MONOCEPT.
  11. **Return of materials.** At the time I leave the employment of MONOCEPT, I will return to MONOCEPT all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CD's, DVD's. Tapes, DAT Drives and any other material on any media containing or disclosing any confidential or proprietary technical or business information. I will also return any keys, pass cards, ID cards or other property belonging to MONOCEPT.
  12. **Non-solicitation.** While employed at MONOCEPT and for a period of 1 year from the termination of my employment, I will not induce or attempt to influence directly or indirectly, any employee at MONOCEPT to terminate his employment with MONOCEPT or to work for me or any other person or entity.
  13. **Personal property.** I agree that MONOCEPT will not be responsible for loss, disappearance, or damage to personal property on MONOCEPT premises, or if applicable, on residential premises subsidized by MONOCEPT (including apartments or temporary housing). I hereby release, discharge and hold MONOCEPT harmless from any and all claims relating to loss of, disappearance, or damage to such personal property.
  14. **Equitable relief.** I acknowledge that any violation by me under this agreement, and/or any obligation of like nature, will cause irreparable injury to MONOCEPT, and MONOCEPT shall be entitled to extraordinary relief in any court in India, including, but not limited to, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of posting bond or security.



15. **Attorney fees.** If court proceedings are required to enforce any provision of this agreement, the prevailing party shall be entitled to an award of reasonable and necessary expenses of litigation, including reasonable attorney fees.
16. **Entire Agreement.** I agree that this agreement shall be governed for all purposes by the laws of India and that venue for any action arising out of this agreement shall be the courts of India. If any provision of this agreement shall be declared excessively broad, it shall be construed so as to afford MONOCEPT the maximum protection permissible by law. If any provision of this agreement is void or is so declared, such provision shall be severed from this agreement, which shall otherwise remain in full force and effect. This agreement sets forth the entire agreement of the parties as to the subject matter hereof and any representations, promises, or conditions in connection therewith not in writing and signed by both parties shall not be binding upon either party, the terms and conditions of this agreement shall survive termination of my employment.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name.

Employee Sign: \_\_\_\_\_

*P. Bharath*

Employee Name: **Padamatinti Bharath**



TNS/HR/OFF/2019

February 13, 2019  
Mr. Chanda Sukesh  
#1-5-483/2/1, Ayyappa Nagar Colony  
Old Alwal, Secunderabad-500010

## Subject – Offer of Appointment

Dear Chanda Sukesh,

In reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Programmer (DP & Scripting) in Grade B1** at our **Kantar's GDC - Hyderabad Office** on the terms and conditions mutually agreed upon. A formal letter of appointment will be issued to you upon your joining and submitting the Employment Form on or before **March 4, 2019**.

We reserve the right to cancel this offer in case of failure to submit your acceptance by this date or subject to non-clearance of background verification as per the company policy.

At the time of joining, please also let us have the following certification;

- Four passport size photographs
- Photocopy of Date Of Birth Certificate
- Photocopy of Aadhaar Card (**Mandatory**)
- Copies of all Education Documents( 10<sup>th</sup>, 12<sup>th</sup>, Consolidated Mark Sheets/All Year Mark Sheets/All Semesters Mark Sheets of Graduation/Post Graduation)
- Relieving letter from your past employer
- Latest Increment Letter from your past employer which gives complete details of your CTC
- Last three months payslip
- Permanent Address Proof(Issued by Government)
- PAN Card Copy
- Copy of Experience/Service Letter

**NOTE: Aadhaar card is a mandatory document at the time of joining as per the statutory requirement and without which Provident fund remittance is not allowed. If not available, please apply and get it ready before joining.**

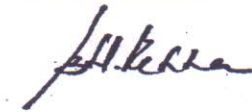
We welcome you to Kantar's GDC - Hyderabad and hope to have a mutually happy and successful association with us.

\*Please note that after accepting this offer, if you fail to join us on or before the aforesaid date or within such period as may be extended by us, you shall indemnify the Company against the loss suffered/expenses incurred by the Company for and towards hiring you, to the extent of 5% of the Gross Annual CTC offered to you hereunder, which you shall be liable to pay to the Company forthwith.

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

\*\* The offer letter will be superseded by the issuance of the letter of appointment at the commencement of employment, local employment law wherever applicable or a signed contract where appropriate.

For TNS India (P) Limited



**Rekha Narendra**  
Sr.Vice President- Human Resources

Encl: CTC Statement (offered)



**Signature of Candidate**  
(As Acceptance)

Name:- C. Sukesh

Contact no:- 8184880243

Branch:- IT

Roll No :- 15k81A1211

Email Id:- chanda.sukesh@gmail.com



February 13, 2019

## Gross Annual CTC

Annexure 1			
COMPENSATION DETAILS			
NAME	Chanda Sukesh		
SKALE	40		
GRADE	B1		
DOJ	Monday, March 4, 2019		
OPERATING COMPANY	Kantar's GDC Hyderabad		
UNIT	DP & Scripting		
DESIGNATION	Programmer		
LOCATION	Hyderabad		
S.No	Components	Approx. Max	
1	FIXED COMPONENTS	MONTHLY (Rs.)	ANNUAL (Rs.)
a)	Basic Pay	15,000	180,000
b)	House Rent Allowance	7,500	90,000
c)	Special Allowance	8,312	99,742
	<b>SUB TOTAL</b>	<b>30,812</b>	<b>369,742</b>
2	FLEXIBLE COMPONENT*		
3	RETIRALS_ (Employer Part)		
a)	Provident Fund	1,800	21,600
b)	Provision for Gratuity	722	8,658
	<b>SUB TOTAL</b>	<b>2,522</b>	<b>30,258</b>
4	COST TO COMPANY	<b>33,333</b>	<b>400,000</b>

\*Flexible component is part of Special Allowance and not over and above CTC. Kindly Check Annexure 2 for details of your flexible components.

\*\*In addition, you will also be eligible for Group Medclaim, Personal Accident Insurance Cover and Group Term Life cover as per company policy.

\*\*\*As per company policy, if you wish to leave the organization within one year of joining, you would need to refund already paid relocation allowance.

\*\*\*\* In addition, you will also be signing a bond for a period of 24 months for an amount of INR100000.00

For TNS India (P) Limited



**Rekha Narendra**  
Sr.Vice President- Human Resources

**Signature of Candidate**  
(As Acceptance)



\* Kindly Check Annexure 2 for details of your flexible components.  
You can give your preferences for the same on date of joining.

**Note:** The amount mentioned in Annexure 2 are the maximum eligibility as per the scale level. The total of this flexible component should remain within the special allowance.

Annexure 2			
2	Flexible Component	Details	Maximum (Annual)
a)	Children Education Allowance	100 per school going child, per month. Maximum of 200 per month.	Rs. 2,400
b)	Telephone & Internet	Fixed monthly sum, scales with scale.	Rs. 12,000
c)	Books & Periodicals	Fixed monthly sum, Rs. 500 or Rs. 1000 per month.	Rs. 12,000
d)	Gift Voucher	Fixed amount gift voucher, given once annually around Diwali.	Rs. 5,000
e)	Research Education	Capped Amount to be claimed with verified bills.	Rs. 60,000
f)	Meal Voucher	Can take Rs. 1100 or 2200 per month.	Rs. 26,400
g)	Leave Travel Allowance	Capped Amount to be claimed with verified bills, scales with CTC.	Rs. 15,000





## **APPOINTMENT LETTER**

**May 9, 2019**

Dear Appana Mahima,

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

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company, in such capacity as the Company may from time to time determine. In such a case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on before the date of appointment.
- g. The copy of this letter duly signed by you has to be mandatorily submitted on the date of joining.





## APPOINTMENT LETTER

**May 9, 2019**

Dear B Sathwika,

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

### **1. Appointment Details:**

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company, in such capacity as the Company may from time to time determine. In such a case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on before the date of appointment.
- g. The copy of this letter duly signed by you has to be mandatorily submitted on the date of joining.





**Offer: Computer Consultancy**

**Ref: TCSL/DT20184508663/Hyderabad**

**Date: 09/10/2018**

Ms. Deepthisree

Plot Number :-685,Near Jayabheri Water Tank,Jayabheri Colony,Behind Big Bazar,Dhulapally.2nd Street,

Jayabheri Water Tank,Behind Bigbazar,

Hyderabad-500014,

Telangana.

Tel# 91-9848823194

Dear Deepthisree,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**

**TCSL/DT20184508663**

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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





## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

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

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

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

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

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.

#### **4. Food Card**

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





## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

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

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,





provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## **2. Higher Hospitalisation**

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

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## **Maternity Leave**

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

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

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## **Loans**

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

## **Professional Memberships**

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

## **RETIRALS**

### **Provident Fund**

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

### **Gratuity**

TCS Confidential

TCSL/DT20184508663

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)





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

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

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

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

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

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





unsatisfactory, TCSL may terminate your traineeship forthwith.

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### **4. Working Hours**

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

#### **5. Mobility**

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

#### **6. Compensation Structure / Salary components**

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

#### **7. Increments and Promotions**

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

#### **8. Alternative Occupation / Employment**

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

#### **9. Confidentiality Agreement**

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This





Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

## **10. Service Agreement**

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

## **11. Overseas International Assignment Agreement**

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

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

## **12. Terms and Conditions**

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

## **13. TATA Code of Conduct**

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

## **14. Notice Period**

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving





notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### **15. Retirement**

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

#### **16. Pre-employment Medical Certificate**

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

#### **17. Employment of Non Indian Citizens**

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

#### **18. Background Check**

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

#### **19. Submission of Documents**

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card  
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a





- Postgraduate)
- Birth Certificate / Proof of Age
  - Work permit and/or any other documentation as prescribed by Government of India
  - Passport
  - 6 photographs
  - Medical Certificate
  - An affidavit/notarised undertaking stating:
    - \*There is no criminal offence registered/pending against you
    - \*There is no disciplinary case pending against you in the university
    - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## **20. Initial Learning Programme (ILP)**

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## **21. Letter of Appointment**

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

## **22. Rules and Regulations of the Company**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.





### **23. Compliance to all clauses**

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





**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



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





**GROSS SALARY SHEET**

**Annexure 1**

<b>Name</b>	<b>Deepthisree</b>
<b>Designation</b>	<b>Assistant System Engineer-Trainee</b>
<b>Institute Name</b>	<b>Others</b>

Table 1: Compensation Details (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

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

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

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

Table 2: TCSL defined structure for BoB (All Components in INR)

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>





## Annexure 2

### Regional Offices

<p><b>Ahmedabad</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  Infocity, Info Tower 1, 5<sup>th</sup> Floor,  Airport Road, Gandhinagar - 382 009  Tel: 079 - 66712600  Fax: 079 - 66712601</p>	<p><b>Bangalore</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield,  Bangalore – 560 066  Tel: 080 – 67247000  Fax: 080 - 28410114</p>
<p><b>Chennai</b>  <b>Lead- Talent Acquisition</b>  Tata Consultancy Services  415/21-24, Kumaran Nagar,  Sholinganallur, Old Mahabalipuram,  Chennai - 600 119, Tamil Nadu, India  Tel: 044 - 66162222/62194/62195  Fax: 044 - 66162555</p>	<p><b>Delhi</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  5<sup>th</sup> Floor, PTI Building, 4, Parliament Street,  New Delhi - 110 001  Tel: 011 - 66506555  Fax: 011 - 23311735</p>
<p><b>Hyderabad</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Deccan Park, No. 1 software Units Layout,  Madhapur, Hyderabad - 500 081  Tel: 040 - 66672000  Fax: 040 - 66672222</p>	<p><b>Kolkata</b>  <b>Lead-Talent Acquisition</b>  TATA Consultancy Services  ODC 1-K-1, Gitanjali Park,  IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town,  Kolkata - 700 156, West Bengal.  Tel: 033 - 6653 0000  Fax : 033 - 6653 0003</p>
<p><b>Lucknow</b>  <b>Lead -Talent Acquisition</b>  Tata Consultancy Services  1\1, Vibhuti Khand, Gomti Nagar,  Lucknow - 226 010  Tel: 0522 - 6661001  Fax: 0522 - 6661001</p>	<p><b>Mumbai</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Yantra Park, Opp. Voltas HRD Trg. Center,  Subhash Nagar, Pokhran Road No. 2,  Thane( West), 400601  Tel: 022 - 67782000/2222  Fax: 022 - 67782190</p>
<p><b>Pune</b>  <b>Lead-Talent Acquisition</b>  Tata Consultancy Services  Niyati Tiara, Ground Floor,  S.No 103/A/1/129, CTS 1995, Nagar Road,  Yerwada, Pune - 411 006  Tel: 020 – 66087777  Fax: 020 - 66087107</p>	<p><b>Thiruvananthapuram</b>  <b>Lead - Talent Acquisition</b>  Tata Consultancy Services  Peepul Park, Technopark Campus  Karyavattom p.o.  Thiruvananthapuram - 695 581.  Tel - 0471- 2519400  Fax - 0471- 2519499</p>





## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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





## **2. Retainer/Consultant's Obligations**

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

## **3. Intellectual Property Rights**

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





#### **4. Prior knowledge**

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

#### **5. Use of third party material**

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

#### **6. Security policies and Guidelines**

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

#### **7. Restriction on Retainer/Consultant's Rights**

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

#### **8. No License**

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



## 9. Equitable Rights

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

## 10. General

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

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

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

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





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

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

### **11. Non-Compete**

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

eOffer Content



**Ms. sunketa Achyutha Reddy**  
Kompally, Hyderabad  
Hyderabad  
Telangana,  
India

Dear **sunketa Achyutha Reddy**,

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 : **Associate Engineer-Technology**
2. Tier : **Tier 4**

Your date of joining would be on **May 29, 2019**.

You will be based at Virtusa's **IN CHE Navallur** 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.330,000.00/-** 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 **May 29, 2019**.

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

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



**Sundararajan Narayanan**  
Chief People Officer & Global Head of Human Resource

Annexure-I

Compensation & Benefits Structure



Mobile View



Tools



Personal & Confidential

22<sup>nd</sup> April 2019

Sub: Provisional Offer Letter

Ref: Train & Hire Model - Campus 2019

Hearty Congratulations!!

With reference to the selection process we had with you, we are pleased to extend you the provisional offer letter to **MD Salman** a total compensation package and other elements of offer.

## **1. Elements of Compensation Package:**

### **Pre Joining Training:**

- a) Prior to Joining Cyient. The shortlisted candidates would be required to undergo training at authorized training/Nodal centers and clear the certification assessment to be eligible for Joining Cyient.
- b) Training cost has to be absorbed by the candidate and the same shall be reimbursed upon joining Cyient.

**Joining Title:** Engineer Trainee at Level - 3

**On-Job Training & Probation Period:** 6 months each

**On-Job Training Stipend (post pre joining training and with effective your DOJ at Cyient):**

INR 15, 000/- (6 months Duration) + Statutory and other benefits

**Absorption Title:** Design Engineer/Software Engineer at Level-3

**CTC after On-Job Training:** INR. 3, 25, 000/- (2.75L Fixed + 50K Deferred Bonus)

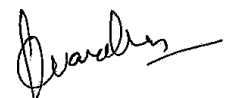
**On-Job Training Investment Recovery:** INR. 75,000/- (if an associate leaves before 12 months from DOJ)

## **2. Place of Appointment: Anywhere in India**

We would appreciate, if your acceptance of this letter reaches us backwith in 24 hours of receiving this letter. Non-receipt of the same would be deemed as rejection/decline and the provisional offer shall stands cancelled. A detailed offer letter will be issued to you after attaining the certification to be issued to join Cyient.

We welcome you to Cyient family and look forward to a mutually beneficial and purposeful association.

Should you need any clarification, please feel free to contact our campus connect team [Earlycareer@cyient.com](mailto:Earlycareer@cyient.com)



**HR Manager**

10-Jan-19

Y Shiva Sai Ram,

15K81A1260  
BE- IT  
St Martin's Engineering College  
Hyderabad

Dear Y Shiva Sai Ram,

We are pleased to offer you the position of Associate Trainer at our Hyderabad office. The first 6 months will be your training and observation period. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to live projects. During this period, you will be designated as Trainee.

We hope you are as excited as we are to play a part in making a difference and creating an impact at Talentio and for our clients. At Talentio, we move in that direction every day and we will be delighted to have you as part of our team.

Attached are the specific terms and condition of the offer.

### **Acceptance and Commencement**

Your joining date will be provided to separately.

To confirm your acceptance of this offer, you are required to respond via email to [ajjaz@talentio.in](mailto:ajjaz@talentio.in) to communicate acceptance of the offer and to confirm your joining date.

On your joining date (i) 2 self photograph (passport sized, color photo), (ii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed 6 months or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring the following documents: Adhaar card and PAN card.
- Proof of address. Bring one of the following documents: passport, driving license, voter's identification card.



## Appendix I

### Confidential

Below is the breakup of the compensation offered for the position of Associate Trainer.

Compensation Component	Monthly (INR)	Annual (INR)
Basic	10000	120000
HRA	5000	60000
Special Allowance	8800	105600
PF Employer Contribution	1200	105600
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>

Your compensation during the training period will be INR 15000 per month.

The other terms and conditions of the offer are mentioned in Appendix II

## Appendix II

### Terms and Conditions

1. You will be governed by all company policies and rules as may be communicated to you from time to time through email, online or printed material during the course of your employment with Talentio.
2. Your Annual Cost to Company and its breakup is provided in Appendix 1 for your reference. Your compensation will be reviewed as per Talentio's review cycle. Your Annual CTC will be subject to deduction of tax at source as per applicable law. Talentio assumes no responsibility for your tax affairs and your tax liability in respect of your remuneration is entirely your responsibility.
3. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. Any breach of this confidentiality shall be deemed as misconduct.
4. Your working hours and weekly offs will be advised by the reporting manager. You will be expected to work beyond standard working hours to achieve the results whenever your role requires.
5. Your probation will be for 6 months. During this period, you will undergo an extensive training program. Your confirmation of employment will be based on your performance, as per the process of the company, during and at the end of the training period
6. Your role may require you to travel and stay outside your place of posting. All expenses related to work during your official travel will be borne / reimbursed by the company as per the company policy.
7. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
8. Your employment will be subject to termination on two months' notice on either side or salary in lieu thereof.
9. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
10. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
11. Upon leaving the Company, you will not take with you any material or its reproduction, document or any other writing or copy of writing of any nature, property, whatsoever pertaining to the business of the Company or any of its subsidiaries.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
13. You acknowledge and agree that the intellectual property rights of all existing and future materials, information and technology of any nature created by you during this course of your employment, either singly or jointly with other persons, are the exclusive properties of Talentio with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Talentio can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your individual contribution. Any work or research you create or perform during the course of your employment with Talentio shall be sole and exclusive



property of Talentio. You hereby grant and assign to Talentio all rights, title, and interest in any and all intellectual property that you develop while you are employed with Talentio and waive any rights therein

14. Information pertaining to Talentio operations, online or print materials, and any other intellectual property is confidential and you will sign a confidentiality/non-disclosure agreement.
15. In the event you are in material breach of your duties, obligations, or commit breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out instructions, or commit breach of Talentio policies or any of the terms and conditions set forth therein. Talentio reserves the right to immediately dismiss you from your services / terminate your services without any notice and without any obligation to pay notice pay. Talentio further reserves the right to other legal course as it deems fit to protect its legitimate interest.
16. To confirm your acceptance to this agreement, please put your signature on all the pages of the offer letter including the appendixes and return to us the duplicate copy duly signed
17. By signing this offer letter & agreement, I hereby acknowledge and agree that
18. I have carefully read and understood this appointment letter and the terms and conditions enclosed and accept the same unconditionally. I will make myself fully aware of, and be bound by , the rules and policies of Talentio as amended from time to time

Sincerely,



Aijaz Khan  
Director  
Talentio Solutions India Pvt. Ltd

#### ACCEPTANCE OF APPOINTMENT LETTER:

I agree that I have read, understand, and accept employment with Talentio Solutions India Pvt. Ltd. under the terms and conditions stated above.

Signature:

Printed Name:

Date:

10-Jan-19

S Sudeshna,

15K81A1246  
BE- IT  
St Martin's Engineering College  
Hyderabad

Dear S Sudeshna,

We are pleased to offer you the position of Associate Trainer at our Hyderabad office. The first 6 months will be your training and observation period. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to live projects. During this period, you will be designated as Trainee.

We hope you are as excited as we are to play a part in making a difference and creating an impact at Talentio and for our clients. At Talentio, we move in that direction every day and we will be delighted to have you as part of our team.

Attached are the specific terms and condition of the offer.

### **Acceptance and Commencement**

Your joining date will be provided to separately.

To confirm your acceptance of this offer, you are required to respond via email to [ajjaz@talentio.in](mailto:ajjaz@talentio.in) to communicate acceptance of the offer and to confirm your joining date.

On your joining date (i) 2 self photograph (passport sized, color photo), (ii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed 6 months or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring the following documents: Adhaar card and PAN card.
- Proof of address. Bring one of the following documents: passport, driving license, voter's identification card.



## Appendix I

### Confidential

Below is the breakup of the compensation offered for the position of Associate Trainer.

Compensation Component	Monthly (INR)	Annual (INR)
Basic	10000	120000
HRA	5000	60000
Special Allowance	8800	105600
PF Employer Contribution	1200	105600
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>

Your compensation during the training period will be INR 15000 per month.

The other terms and conditions of the offer are mentioned in Appendix II

## Appendix II

### Terms and Conditions

1. You will be governed by all company policies and rules as may be communicated to you from time to time through email, online or printed material during the course of your employment with Talentio.
2. Your Annual Cost to Company and its breakup is provided in Appendix 1 for your reference. Your compensation will be reviewed as per Talentio's review cycle. Your Annual CTC will be subject to deduction of tax at source as per applicable law. Talentio assumes no responsibility for your tax affairs and your tax liability in respect of your remuneration is entirely your responsibility.
3. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. Any breach of this confidentiality shall be deemed as misconduct.
4. Your working hours and weekly offs will be advised by the reporting manager. You will be expected to work beyond standard working hours to achieve the results whenever your role requires.
5. Your probation will be for 6 months. During this period, you will undergo an extensive training program. Your confirmation of employment will be based on your performance, as per the process of the company, during and at the end of the training period
6. Your role may require you to travel and stay outside your place of posting. All expenses related to work during your official travel will be borne / reimbursed by the company as per the company policy.
7. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
8. Your employment will be subject to termination on two months' notice on either side or salary in lieu thereof.
9. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
10. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
11. Upon leaving the Company, you will not take with you any material or its reproduction, document or any other writing or copy of writing of any nature, property, whatsoever pertaining to the business of the Company or any of its subsidiaries.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
13. You acknowledge and agree that the intellectual property rights of all existing and future materials, information and technology of any nature created by you during this course of your employment, either singly or jointly with other persons, are the exclusive properties of Talentio with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Talentio can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your individual contribution. Any work or research you create or perform during the course of your employment with Talentio shall be sole and exclusive



property of Talentio. You hereby grant and assign to Talentio all rights, title, and interest in any and all intellectual property that you develop while you are employed with Talentio and waive any rights therein

14. Information pertaining to Talentio operations, online or print materials, and any other intellectual property is confidential and you will sign a confidentiality/non-disclosure agreement.
15. In the event you are in material breach of your duties, obligations, or commit breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out instructions, or commit breach of Talentio policies or any of the terms and conditions set forth therein. Talentio reserves the right to immediately dismiss you from your services / terminate your services without any notice and without any obligation to pay notice pay. Talentio further reserves the right to other legal course as it deems fit to protect its legitimate interest.
16. To confirm your acceptance to this agreement, please put your signature on all the pages of the offer letter including the appendixes and return to us the duplicate copy duly signed
17. By signing this offer letter & agreement, I hereby acknowledge and agree that
18. I have carefully read and understood this appointment letter and the terms and conditions enclosed and accept the same unconditionally. I will make myself fully aware of, and be bound by , the rules and policies of Talentio as amended from time to time

Sincerely,



Aijaz Khan  
Director  
Talentio Solutions India Pvt. Ltd

#### ACCEPTANCE OF APPOINTMENT LETTER:

I agree that I have read, understand, and accept employment with Talentio Solutions India Pvt. Ltd. under the terms and conditions stated above.

Signature:

Printed Name:

Date:

10-Jan-19

V. Vaishali

15K81A1258  
BE - IT  
St Martin's Engineering College  
Hyderabad

Dear V. Vaishali,

We are pleased to offer you the position of Associate Trainer at our Hyderabad office. The first 6 months will be your training and observation period. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to live projects. During this period, you will be designated as Trainee.

We hope you are as excited as we are to play a part in making a difference and creating an impact at Talentio and for our clients. At Talentio, we move in that direction every day and we will be delighted to have you as part of our team.

Attached are the specific terms and condition of the offer.

### **Acceptance and Commencement**

Your joining date will be provided to separately.

To confirm your acceptance of this offer, you are required to respond via email to [aijaz@talentio.in](mailto:aijaz@talentio.in) to communicate acceptance of the offer and to confirm your joining date.

On your joining date (i) 2 self photograph (passport sized, color photo), (ii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed 6 months or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring the following documents: Adhaar card and PAN card.
- Proof of address. Bring one of the following documents: passport, driving license, voter's identification card.



## Appendix I

### Confidential

Below is the breakup of the compensation offered for the position of Associate Trainer.

Compensation Component	Monthly (INR)	Annual (INR)
Basic	10000	120000
HRA	5000	60000
Special Allowance	8800	105600
PF Employer Contribution	1200	105600
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>

Your compensation during the training period will be INR 15000 per month.

The other terms and conditions of the offer are mentioned in Appendix II

## Appendix II

### Terms and Conditions

1. You will be governed by all company policies and rules as may be communicated to you from time to time through email, online or printed material during the course of your employment with Talentio.
2. Your Annual Cost to Company and its breakup is provided in Appendix 1 for your reference. Your compensation will be reviewed as per Talentio's review cycle. Your Annual CTC will be subject to deduction of tax at source as per applicable law. Talentio assumes no responsibility for your tax affairs and your tax liability in respect of your remuneration is entirely your responsibility.
3. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. Any breach of this confidentiality shall be deemed as misconduct.
4. Your working hours and weekly offs will be advised by the reporting manager. You will be expected to work beyond standard working hours to achieve the results whenever your role requires.
5. Your probation will be for 6 months. During this period, you will undergo an extensive training program. Your confirmation of employment will be based on your performance, as per the process of the company, during and at the end of the training period
6. Your role may require you to travel and stay outside your place of posting. All expenses related to work during your official travel will be borne / reimbursed by the company as per the company policy.
7. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
8. Your employment will be subject to termination on two months' notice on either side or salary in lieu thereof.
9. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
10. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
11. Upon leaving the Company, you will not take with you any material or its reproduction, document or any other writing or copy of writing of any nature, property, whatsoever pertaining to the business of the Company or any of its subsidiaries.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
13. You acknowledge and agree that the intellectual property rights of all existing and future materials, information and technology of any nature created by you during this course of your employment, either singly or jointly with other persons, are the exclusive properties of Talentio with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Talentio can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your individual contribution. Any work or research you create or perform during the course of your employment with Talentio shall be sole and exclusive



property of Talentio. You hereby grant and assign to Talentio all rights, title, and interest in any and all intellectual property that you develop while you are employed with Talentio and waive any rights therein

14. Information pertaining to Talentio operations, online or print materials, and any other intellectual property is confidential and you will sign a confidentiality/non-disclosure agreement.
15. In the event you are in material breach of your duties, obligations, or commit breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out instructions, or commit breach of Talentio policies or any of the terms and conditions set forth therein. Talentio reserves the right to immediately dismiss you from your services / terminate your services without any notice and without any obligation to pay notice pay. Talentio further reserves the right to other legal course as it deems fit to protect its legitimate interest.
16. To confirm your acceptance to this agreement, please put your signature on all the pages of the offer letter including the appendixes and return to us the duplicate copy duly signed
17. By signing this offer letter & agreement, I hereby acknowledge and agree that
18. I have carefully read and understood this appointment letter and the terms and conditions enclosed and accept the same unconditionally. I will make myself fully aware of, and be bound by , the rules and policies of Talentio as amended from time to time

Sincerely,



Aijaz Khan  
Director  
Talentio Solutions India Pvt. Ltd

#### ACCEPTANCE OF APPOINTMENT LETTER:

I agree that I have read, understand, and accept employment with Talentio Solutions India Pvt. Ltd. under the terms and conditions stated above.

Signature:

Printed Name:

Date:

10-Jan-19

Nikhitha Garge,

15K81A1237  
BE - IT  
St Martin's Engineering College  
Hyderabad

Dear Nikhitha Garge,

We are pleased to offer you the position of Associate Trainer at our Hyderabad office. The first 6 months will be your training and observation period. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to live projects. During this period, you will be designated as Trainee.

We hope you are as excited as we are to play a part in making a difference and creating an impact at Talentio and for our clients. At Talentio, we move in that direction every day and we will be delighted to have you as part of our team.

Attached are the specific terms and condition of the offer.

### **Acceptance and Commencement**

Your joining date will be provided to separately.

To confirm your acceptance of this offer, you are required to respond via email to [ajjaz@talentio.in](mailto:ajjaz@talentio.in) to communicate acceptance of the offer and to confirm your joining date.

On your joining date (i) 2 self photograph (passport sized, color photo), (ii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed 6 months or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring the following documents: Adhaar card and PAN card.
- Proof of address. Bring one of the following documents: passport, driving license, voter's identification card.



## Appendix I

### Confidential

Below is the breakup of the compensation offered for the position of Associate Trainer.

Compensation Component	Monthly (INR)	Annual (INR)
Basic	10000	120000
HRA	5000	60000
Special Allowance	8800	105600
PF Employer Contribution	1200	105600
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>

Your compensation during the training period will be INR 15000 per month.

The other terms and conditions of the offer are mentioned in Appendix II

## Appendix II

### Terms and Conditions

1. You will be governed by all company policies and rules as may be communicated to you from time to time through email, online or printed material during the course of your employment with Talentio.
2. Your Annual Cost to Company and its breakup is provided in Appendix 1 for your reference. Your compensation will be reviewed as per Talentio's review cycle. Your Annual CTC will be subject to deduction of tax at source as per applicable law. Talentio assumes no responsibility for your tax affairs and your tax liability in respect of your remuneration is entirely your responsibility.
3. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. Any breach of this confidentiality shall be deemed as misconduct.
4. Your working hours and weekly offs will be advised by the reporting manager. You will be expected to work beyond standard working hours to achieve the results whenever your role requires.
5. Your probation will be for 6 months. During this period, you will undergo an extensive training program. Your confirmation of employment will be based on your performance, as per the process of the company, during and at the end of the training period
6. Your role may require you to travel and stay outside your place of posting. All expenses related to work during your official travel will be borne / reimbursed by the company as per the company policy.
7. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
8. Your employment will be subject to termination on two months' notice on either side or salary in lieu thereof.
9. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
10. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
11. Upon leaving the Company, you will not take with you any material or its reproduction, document or any other writing or copy of writing of any nature, property, whatsoever pertaining to the business of the Company or any of its subsidiaries.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
13. You acknowledge and agree that the intellectual property rights of all existing and future materials, information and technology of any nature created by you during this course of your employment, either singly or jointly with other persons, are the exclusive properties of Talentio with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Talentio can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your individual contribution. Any work or research you create or perform during the course of your employment with Talentio shall be sole and exclusive



property of Talentio. You hereby grant and assign to Talentio all rights, title, and interest in any and all intellectual property that you develop while you are employed with Talentio and waive any rights therein

14. Information pertaining to Talentio operations, online or print materials, and any other intellectual property is confidential and you will sign a confidentiality/non-disclosure agreement.
15. In the event you are in material breach of your duties, obligations, or commit breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out instructions, or commit breach of Talentio policies or any of the terms and conditions set forth therein. Talentio reserves the right to immediately dismiss you from your services / terminate your services without any notice and without any obligation to pay notice pay. Talentio further reserves the right to other legal course as it deems fit to protect its legitimate interest.
16. To confirm your acceptance to this agreement, please put your signature on all the pages of the offer letter including the appendixes and return to us the duplicate copy duly signed
17. By signing this offer letter & agreement, I hereby acknowledge and agree that
18. I have carefully read and understood this appointment letter and the terms and conditions enclosed and accept the same unconditionally. I will make myself fully aware of, and be bound by , the rules and policies of Talentio as amended from time to time

Sincerely,



Aijaz Khan  
Director  
Talentio Solutions India Pvt. Ltd

#### ACCEPTANCE OF APPOINTMENT LETTER:

I agree that I have read, understand, and accept employment with Talentio Solutions India Pvt. Ltd. under the terms and conditions stated above.

Signature:

Printed Name:

Date:

10-Jan-19

Velma Harika,

15K81A1255  
BE - IT  
St Martin's Engineering College  
Hyderabad

Dear Velma Harika,

We are pleased to offer you the position of Associate Trainer at our Hyderabad office. The first 6 months will be your training and observation period. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to live projects. During this period, you will be designated as Trainee.

We hope you are as excited as we are to play a part in making a difference and creating an impact at Talentio and for our clients. At Talentio, we move in that direction every day and we will be delighted to have you as part of our team.

Attached are the specific terms and condition of the offer.

### **Acceptance and Commencement**

Your joining date will be provided to separately.

To confirm your acceptance of this offer, you are required to respond via email to [aijaz@talentio.in](mailto:aijaz@talentio.in) to communicate acceptance of the offer and to confirm your joining date.

On your joining date (i) 2 self photograph (passport sized, color photo), (ii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed 6 months or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring the following documents: Adhaar card and PAN card.
- Proof of address. Bring one of the following documents: passport, driving license, voter's identification card.



## Appendix I

### Confidential

Below is the breakup of the compensation offered for the position of Associate Trainer.

Compensation Component	Monthly (INR)	Annual (INR)
Basic	10000	120000
HRA	5000	60000
Special Allowance	8800	105600
PF Employer Contribution	1200	105600
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>

Your compensation during the training period will be INR 15000 per month.

The other terms and conditions of the offer are mentioned in Appendix II

## Appendix II

### Terms and Conditions

1. You will be governed by all company policies and rules as may be communicated to you from time to time through email, online or printed material during the course of your employment with Talentio.
2. Your Annual Cost to Company and its breakup is provided in Appendix 1 for your reference. Your compensation will be reviewed as per Talentio's review cycle. Your Annual CTC will be subject to deduction of tax at source as per applicable law. Talentio assumes no responsibility for your tax affairs and your tax liability in respect of your remuneration is entirely your responsibility.
3. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. Any breach of this confidentiality shall be deemed as misconduct.
4. Your working hours and weekly offs will be advised by the reporting manager. You will be expected to work beyond standard working hours to achieve the results whenever your role requires.
5. Your probation will be for 6 months. During this period, you will undergo an extensive training program. Your confirmation of employment will be based on your performance, as per the process of the company, during and at the end of the training period
6. Your role may require you to travel and stay outside your place of posting. All expenses related to work during your official travel will be borne / reimbursed by the company as per the company policy.
7. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
8. Your employment will be subject to termination on two months' notice on either side or salary in lieu thereof.
9. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
10. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
11. Upon leaving the Company, you will not take with you any material or its reproduction, document or any other writing or copy of writing of any nature, property, whatsoever pertaining to the business of the Company or any of its subsidiaries.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
13. You acknowledge and agree that the intellectual property rights of all existing and future materials, information and technology of any nature created by you during this course of your employment, either singly or jointly with other persons, are the exclusive properties of Talentio with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Talentio can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your individual contribution. Any work or research you create or perform during the course of your employment with Talentio shall be sole and exclusive



property of Talentio. You hereby grant and assign to Talentio all rights, title, and interest in any and all intellectual property that you develop while you are employed with Talentio and waive any rights therein

14. Information pertaining to Talentio operations, online or print materials, and any other intellectual property is confidential and you will sign a confidentiality/non-disclosure agreement.
15. In the event you are in material breach of your duties, obligations, or commit breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out instructions, or commit breach of Talentio policies or any of the terms and conditions set forth therein. Talentio reserves the right to immediately dismiss you from your services / terminate your services without any notice and without any obligation to pay notice pay. Talentio further reserves the right to other legal course as it deems fit to protect its legitimate interest.
16. To confirm your acceptance to this agreement, please put your signature on all the pages of the offer letter including the appendixes and return to us the duplicate copy duly signed
17. By signing this offer letter & agreement, I hereby acknowledge and agree that
18. I have carefully read and understood this appointment letter and the terms and conditions enclosed and accept the same unconditionally. I will make myself fully aware of, and be bound by , the rules and policies of Talentio as amended from time to time

Sincerely,



Aijaz Khan  
Director  
Talentio Solutions India Pvt. Ltd

#### ACCEPTANCE OF APPOINTMENT LETTER:

**I agree that I have read, understand, and accept employment with Talentio Solutions India Pvt. Ltd. under the terms and conditions stated above.**

Signature:

Printed Name:

Date:

10-Jan-19

C Akhil Reddy,

15K81A1212  
BE - IT  
St Martin's Engineering College  
Hyderabad

Dear C Akhil Reddy,

We are pleased to offer you the position of Associate Trainer at our Hyderabad office. The first 6 months will be your training and observation period. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to live projects. During this period, you will be designated as Trainee.

We hope you are as excited as we are to play a part in making a difference and creating an impact at Talentio and for our clients. At Talentio, we move in that direction every day and we will be delighted to have you as part of our team.

Attached are the specific terms and condition of the offer.

### **Acceptance and Commencement**

Your joining date will be provided to separately.

To confirm your acceptance of this offer, you are required to respond via email to [ajjaz@talentio.in](mailto:ajjaz@talentio.in) to communicate acceptance of the offer and to confirm your joining date.

On your joining date (i) 2 self photograph (passport sized, color photo), (ii) the originals and 1 set of photocopies of the following documents:

- Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed 6 months or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
- Proof of identity. Bring the following documents: Adhaar card and PAN card.
- Proof of address. Bring one of the following documents: passport, driving license, voter's identification card.



## Appendix I

### Confidential

Below is the breakup of the compensation offered for the position of Associate Trainer.

Compensation Component	Monthly (INR)	Annual (INR)
Basic	10000	120000
HRA	5000	60000
Special Allowance	8800	105600
PF Employer Contribution	1200	105600
<b>Total CTC</b>	<b>25000</b>	<b>300000</b>

Your compensation during the training period will be INR 15000 per month.

The other terms and conditions of the offer are mentioned in Appendix II

## Appendix II

### Terms and Conditions

1. You will be governed by all company policies and rules as may be communicated to you from time to time through email, online or printed material during the course of your employment with Talentio.
2. Your Annual Cost to Company and its breakup is provided in Appendix 1 for your reference. Your compensation will be reviewed as per Talentio's review cycle. Your Annual CTC will be subject to deduction of tax at source as per applicable law. Talentio assumes no responsibility for your tax affairs and your tax liability in respect of your remuneration is entirely your responsibility.
3. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. Any breach of this confidentiality shall be deemed as misconduct.
4. Your working hours and weekly offs will be advised by the reporting manager. You will be expected to work beyond standard working hours to achieve the results whenever your role requires.
5. Your probation will be for 6 months. During this period, you will undergo an extensive training program. Your confirmation of employment will be based on your performance, as per the process of the company, during and at the end of the training period
6. Your role may require you to travel and stay outside your place of posting. All expenses related to work during your official travel will be borne / reimbursed by the company as per the company policy.
7. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
8. Your employment will be subject to termination on two months' notice on either side or salary in lieu thereof.
9. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
10. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
11. Upon leaving the Company, you will not take with you any material or its reproduction, document or any other writing or copy of writing of any nature, property, whatsoever pertaining to the business of the Company or any of its subsidiaries.
12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
13. You acknowledge and agree that the intellectual property rights of all existing and future materials, information and technology of any nature created by you during this course of your employment, either singly or jointly with other persons, are the exclusive properties of Talentio with unfettered rights for utilization or disposal of the same. You also acknowledge and agree that Talentio can use or adapt such material to which you have contributed, in any manner and without expressly acknowledging your individual contribution. Any work or research you create or perform during the course of your employment with Talentio shall be sole and exclusive

property of Talentio. You hereby grant and assign to Talentio all rights, title, and interest in any and all intellectual property that you develop while you are employed with Talentio and waive any rights therein

14. Information pertaining to Talentio operations, online or print materials, and any other intellectual property is confidential and you will sign a confidentiality/non-disclosure agreement.
15. In the event you are in material breach of your duties, obligations, or commit breach of trust, gross indiscipline or misconduct, financial irregularities, breach of confidentiality/non-disclosure, refusal to carry out instructions, or commit breach of Talentio policies or any of the terms and conditions set forth therein. Talentio reserves the right to immediately dismiss you from your services / terminate your services without any notice and without any obligation to pay notice pay. Talentio further reserves the right to other legal course as it deems fit to protect its legitimate interest.
16. To confirm your acceptance to this agreement, please put your signature on all the pages of the offer letter including the appendixes and return to us the duplicate copy duly signed
17. By signing this offer letter & agreement, I hereby acknowledge and agree that
18. I have carefully read and understood this appointment letter and the terms and conditions enclosed and accept the same unconditionally. I will make myself fully aware of, and be bound by , the rules and policies of Talentio as amended from time to time

Sincerely,



Aijaz Khan  
Director  
Talentio Solutions India Pvt. Ltd

#### ACCEPTANCE OF APPOINTMENT LETTER:

I agree that I have read, understand, and accept employment with Talentio Solutions India Pvt. Ltd. under the terms and conditions stated above.

Signature:

Printed Name:

Date:



## EMPLOYMENT AGREEMENT

This employment agreement (the "**Agreement**") is made on May 24, 2019 between Uber India Research and Development Private Limited, a company incorporated according to the laws of India with registered company number U74120TG2016PTC103809 ("**Uber**"), and Adiba Begum, residing at #110, Ground Floor, ,Devender Colony, Kompally, Secunderabad - 500100. Hyderabad., with ID number 221890048638 (the "**Employee**").

### **1. Commencement of Employment**

- 1.1 The Employee's employment is expected to commence on **June 3, 2019** or no later than thirty (30) days after this date, following which the offer expires, and to continue unless terminated in accordance with this Agreement.
- 1.2 The offer of employment, the Employee's commencement date and the Employee's continued employment are subject to a number of factors, including but not limited to the following: (i) the Employee's eligibility to reside and work as an employee in the work location; (ii) satisfactory completion of local immigration requirements; (iii) satisfactory completion of any checks or verifications (which may include a background check) required by Uber; (iv) a determination by Uber that the Employee's employment will not give rise to any concerns under Uber's Business Conduct Guide, including the conflict of interest provisions therein; and (v) the Employee's execution of the Restrictive Covenants Agreement (which sets out provisions relating to the protection of Uber's and any Group Company's business, including Uber's Confidential Information and post-employment covenants).
- 1.3 The first three (3) months shall be considered a probationary period (the "**Probationary Period**"). During the Probationary Period, the Employee's performance and suitability for continued employment will be monitored. A decision on the Employee's continued employment will be made on, or within a reasonable period of, the Probationary Period coming to an end. Uber reserves the right to vary or extend the Probationary Period in its sole discretion.

### **2. Position, Duties & Conduct**

- 2.1 The Employee will be employed as "**COE Specialist I**" and will have the powers, responsibilities and authorities assigned by Uber and/or any Group Company as are reasonably consistent with the Employee's position.
- 2.2 Uber's business constantly changes. As such, Uber may, at any time, with or without notice, change the Employee's job title, grading, duties, accountability and reporting line or reassign or transfer the Employee to another role which Uber considers the Employee is suitably qualified and experienced to perform, to the extent permitted by local law. This Agreement will continue to apply regardless of any such changes, unless otherwise agreed in writing.
- 2.3 The Employee must comply with all policies, rules and codes of conduct generally in effect for employees of Uber.
- 2.4 The Employee must not accept employment with or perform any services or activities for any third parties, whether paid or unpaid, which could give rise to an actual or perceived conflict of interest or which could limit the Employee's ability to fulfil his/her work responsibilities. Any outside activities that are paid must be approved in advance and in writing by the Employee's manager and Human Resources. Any outside activities that are unpaid and could give rise to an actual or perceived conflict must be approved in advance and in writing by the Employee's manager. Determining whether an actual or perceived conflict of interest exists can be complicated, so it is important to be transparent.

# UBER

Examples of clear conflicts of interest include cases where employees are associated with competitors, potential competitors, suppliers or contractors and cases where employees have a financial interest in companies that act as suppliers or providers to Uber.

- 2.5 The Employee represents that the Employee's performance of all the terms of this Agreement does not and will not breach any agreement the Employee has entered into, or will enter into, with any third party, including without limitation any agreement to keep in confidence proprietary information or materials acquired by the Employee in confidence or in trust from such third party prior to or during the Employment Agreement. The Employee will not disclose to Uber or use, or induce Uber to use, any inventions, confidential or non-public proprietary information or material belonging to any previous client, employer or any other party. The Employee acknowledges and agrees that the Employee has notified Human Resources and his/her manager in writing of any agreements (non-competition agreements, non-solicitation of customers agreements and non-solicitation of employees agreements) with a current or former client, employer, or any other person or entity, that may restrict the Employee's ability to perform the contractual duties under this Agreement or the Employee's ability to recruit or engage customers or service providers, contractors, suppliers or partners on behalf of Uber. The Employee shall not enter into any written or oral agreement that conflicts with the provisions of this Agreement.

### 3. Working Hours & Location

- 3.1 The Employee shall perform the duties on a shift system basis divided over five (5) working days per week with two (2) rest days, which may or may not be consecutive. The Employee will work such hours and at such times as will be notified to the Employee by way of a roster, to be circulated no later than 1 week prior to the start of each shift.
- 3.2 The Employee may be required to perform work on weekends, public holidays and in excess of the usual office hours when such is reasonably necessary for the proper performance of the Employee's duties. Any remuneration for this additional work shall be deemed to be included in the Employee's base salary and the Employee shall not be entitled to any additional remuneration or overtime, unless required by local law.
- 3.3 The Employee shall perform the Employee's duties under this Agreement for the benefit of Uber at Uber's premises in India, IND Hyderabad (13 Kondapur Village), being the primary place of work of the Employee. However, the Employee may be expected to travel and Uber is authorised to relocate the Employee's workplace to another location, temporarily or permanently, in accordance with business needs to the extent permitted by local law.

### 4. Compensation

- 4.1 **Salary:** The Employee is entitled to a total annual base salary of **INR 268,000.00** (two hundred and sixty-eight thousand) payable in twelve (12) monthly instalments in arrears, as well any statutory allowances required by local law. In the case of part-time employment, the Employee's total annual base salary and any statutory allowances required by local law will be pro-rated in accordance with local practice. All days of the month are deemed to be fully paid.
- 4.2 **Performance-Linked Bonus Plan:** The Employee will be eligible to participate in Uber's Performance-Linked Bonus Plan in accordance with the terms and conditions of that Plan in force from time to time.
- 4.3 **Expenses:** Uber shall reimburse the Employee in respect of all expenses reasonably and properly incurred by the Employee in the proper performance of his/her duties and subject to the Employee

# UBER

providing such receipts or other evidence of expenditure as Uber may require and subject to Uber's rules and policies in force from time to time.

- 4.4 **Contributions:** In addition to the Employee's monthly base salary, Uber will make monthly Provident Fund contributions, if applicable and as required by local law. Uber will also make corresponding deductions (including for tax) from the Employee's monthly base salary, as required by local law.
- 4.5 **Deductions:** The Employee authorises Uber to deduct (to the maximum extent permitted by local law) from any payments due to the Employee, any monies owed to Uber or any Group Company, including (without limitation) to recover any over-payment of salary, unpaid loans or unauthorized expenses. Where such a deduction is not permitted by local law or is less than the amount owed, the Employee will repay any outstanding amounts owed to Uber.
- 4.6 **Compensation for work-related personal injuries:** The Employee may in certain situations be entitled to receive compensation in accordance with the Employees' Compensation Act, in case any personal injury is caused to the Employee by accident arising out of and in the course of the Employee's employment, unless the amounts are covered by any insurance policies obtained by Uber for or on behalf of the Employee.

## 5. **Leave and Holidays**

- 5.1 **Annual Leave:** The Employee will be entitled to annual leave as set out in Uber's leave policies. Any annual leave taken will be first applied against the Employee's minimum statutory annual leave entitlement under local law. Any leave carry-over entitlement or payment upon termination will be provided in accordance with local law. .
- 5.2 **Sick Leave:** If the Employee is absent from work for any medical reason, the Employee must inform his/her line manager or Human Resources before 9:00 am (local time) on the first day of absence and produce a valid medical certificate in accordance with the applicable leave policy. The Employee will be paid for any period of sick leave in accordance with local law. Uber may choose to offer enhanced sick leave terms but, if it does, it may decide to withdraw or discontinue those enhanced terms at its sole discretion.
- 5.3 **Other Leaves:**The Employee maybe entitled to other forms of leave in accordance with local law. Eligible female employees shall be entitled to maternity benefits in accordance to local law.
- 5.4 **Statutory Holidays:** The Employee is not required to perform duties on Statutory Holidays and will be paid for those days.

## 6. **Termination of Employment & Suspension**

- 6.1 **Termination With Notice:** Subject to any applicable statutory notice period and Uber's right to terminate without notice in certain circumstances, this Agreement may be terminated by either party giving the other party the following notice or making a payment in lieu thereof of base salary only (unless otherwise required by local law):
  - (a) During the first month of the Probationary Period (if applicable): no notice required;
  - (b) During the remainder of the Probationary Period (if applicable): seven (7) days; and
  - (c) After the expiry of the Probationary Period or if no Probationary Period: one (1) month.

**Note:** Employees who transfer or are promoted into a different position may be required to agree to a different notice period in connection with such transfer or promotion.

# UBER



- 6.2 **Termination Without Notice:** Uber reserves the right to terminate this Agreement without notice in the event of any act of gross misconduct or serious breach of the terms of this Agreement. Any delay by Uber in exercising such right of termination without notice shall not constitute a waiver thereof. The following is a non-exhaustive list of situations in which Uber may terminate this Agreement without notice where appropriate:
- (a) Serious misconduct, including violations of the Network Acceptable Use Policy, Data Access Policy, Information & Security Policy, the Business Conduct Guide, the Employee Handbook and any relevant local addenda, and other applicable policies;
  - (b) The Employee fails to comply with Uber's Anti-Corruption Policy, the UK Bribery Act 2010, the U.S. Foreign Corrupt Practices Act or any equivalent local legislation;
  - (c) The Employee is prevented by applicable law or regulation from performing any material part of his/her duties;
  - (d) The Employee is expelled, suspended or subject to any serious disciplinary action by a relevant professional body or ceases to meet the requirements of any regulatory body or statutory authority as a result of which the Employee is no longer able to perform all or any of the duties under this Agreement;
  - (e) The Employee ceases to be eligible to work in the work location; or
  - (f) Any ground on which Uber would be entitled to terminate the Agreement without notice at common law and/or under statute.
- 6.3 **Garden Leave & Suspension:** Uber shall be entitled to place the Employee on garden leave, require the Employee to refrain from active duty and/or suspend the Employee (with or without pay) at any time, to the extent permitted by local law. This right also applies following notice of termination of employment by either party. Uber may require the Employee to take any accrued but untaken annual leave during the notice/garden leave period, to the extent permitted by local law.
- 6.4 **Post-Termination Obligations:** During the notice/garden leave period (if any) and after termination of employment, the Employee must cooperate with Uber and take any further actions as Uber may reasonably require to finalise his/her duties and ensure a proper handover. Following notice of and/or upon termination of this Agreement, the Employee shall immediately return to Uber any materials, devices, properties, equipment, documents, keys, any documents containing Confidential Information (as defined below) and any other items belonging to Uber or leased/rented by Uber from third parties. The Employee shall not withhold any copies or reproductions of those items or deliver such items or reproductions to anyone else.
- 6.5 **Non-Disparagement:** Both during and after the Employee's employment with Uber, the Employee will not make or publish any comment or statement that is disparaging, derogatory or untrue about, or that is in Uber's reasonable opinion detrimental to or adverse to or which may bring into disrepute, Uber, any Group Company and/or any of their respective current and former directors, officers, employees, shareholders, contractors, workers, agents and affiliates, including their successors and assigns. This will not apply to the extent that such comment or statement: (i) is required by law or by any regulatory body, court, or tribunal of competent jurisdiction acting pursuant to law; (ii) is made solely to instruct legal advisers representing the Employee; or (iii) constitutes a voluntary reporting of suspected unlawful conduct to authorities of competent jurisdiction made pursuant to law.

- 6.6 **Repatriation:** If applicable and to the extent permitted by local law, Uber shall not be obliged to pay for any costs in connection with the repatriation of the Employee to his/her home country and the Employee expressly consents to bear any such costs.

7. **Intellectual & Industrial Property Rights**

- 7.1 All Intellectual and Industrial Property Rights (as defined below) created by the Employee (whether alone or together or with any other person or persons) during the course of his/her employment shall vest in and be the absolute property of Uber, and the Employee agrees to assign and hereby assigns to Uber all present and future Intellectual and Industrial Property Rights created by the Employee during the course of his/her employment to Uber. The Employee shall promptly disclose to Uber or the applicable Group Company fully and completely any and all of the Works (as defined below).
- 7.2 Insofar as the rights specified hereinafter are not vested in Uber by operation of law on the grounds of the employment relationship between the parties, upon the request of Uber, the Employee shall assign and, insofar as possible, hereby assigns to Uber or the applicable Group Company in advance any Intellectual and/or Industrial Property Rights of whatever nature in or arising from ideas, concepts, methods, designs discoveries, inventions, improvements and/or developments (in whatever form and on whatever media) originated, developed, whether or not patentable, copyrightable or otherwise legally protectable, made or acquired by the Employee in the discharge of the Employee's duties for Uber or by use of any knowledge gained in the performance of the Employee's duties for Uber or the applicable Group Company (the "**Works**").
- 7.3 The Employee agrees to assist Uber or the applicable Group Company, or its designee, in every proper way to secure Uber's or the applicable Group Company's, or its or their designees', rights in the Works, and any copyrights, patents, trademarks, Moral Rights (as defined below), or other intellectual property rights relating thereto in any and all countries, including the disclosure to Uber or its designee of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments, recordations, and all other instruments which Uber or its designees shall deem necessary in order to apply for, obtain, maintain and transfer such rights, or if not transferable, waive such rights, and in order to assign and convey to Uber or its designee, and any successors, assigns and nominees the sole and exclusive right, title and interest in and to the Works, and any copyrights, patents, or other intellectual property rights relating thereto. The Employee further agrees that the Employee's obligation to execute or cause to be executed any such instrument or papers shall continue during and at all times after the end of the Employee's employment.
- 7.4 The Employee agrees that if the Employee incorporates the Employee's inventions or other intellectual property into the Works ("**Employee IP Rights**"), to the extent permitted by local law, the Employee hereby grants to Uber a non-exclusive, fully paid-up, royalty-free, assumable, perpetual, worldwide license, with right to transfer and to sublicense, to practice and exploit such Employee IP Rights and to make, have made, copy, modify, make derivative works of, use, sell, import, and otherwise distribute under all applicable intellectual property laws without restriction of any kind, and agrees not to assert such Employee IP Rights against Uber.
- 7.5 The Employee shall execute such further instruments and take such further actions as Uber may request to obtain, defend, maintain or enforce its Intellectual and Industrial Property Rights in and ownership of the Works. In the event Uber is unable for any reason, after reasonable effort to secure the Employee's signature on any document needed in connection with the actions specified in this Clause, the Employee hereby irrevocably appoints Uber and its duly authorized officers and agents as the Employee's attorney in fact, to act for and on the Employee's behalf to execute, verify, and file any such documents and to do all other lawfully permitted acts to further the purposes of this

**UBER**

Agreement with the same legal force and effect as if executed by the Employee. The Employee hereby waives any and all claims, of any nature whatsoever, that the Employee now or may hereafter have against Uber for infringement of any rights assigned hereunder to Uber.

- 7.6 The Employee hereby irrevocably relinquishes/waives for the benefit of Uber any existing and future Moral Rights as referred to in any applicable statute that may vest in the Employee in respect of the Works. The Employee voluntarily and unconditionally consents to all or any acts or omissions by Uber, or persons authorised by Uber, in relation to any and all Works made by the Employee (whether before or after this consent is given) which would otherwise infringe the Employee's Moral Rights.
- 7.7 All documents, forms, papers, designs or other records (in whatever form and on whatever media) concerning the Works are acknowledged by the Employee to be the sole property of Uber and the Employee undertakes to deliver up all or any of the same to Uber either on demand or upon termination of this Agreement. The Employee shall do nothing (whether by act or omission) during the Employee's employment or at any time thereafter to affect or imperil the validity of any of the Works.
- 7.8 The Employee acknowledges that his/her compensation under this Agreement includes reasonable and sufficient compensation for the fact that the Intellectual and Industrial Property Rights in the Works will vest in Uber in accordance with this Clause.
- 7.9 For the avoidance of doubt, Uber is entitled at its discretion to assign any of the Intellectual and Industrial Property Rights belonging to it to any Group Company or any other designee.
- 7.10 For the purpose of this Clause:
- (a) **"Intellectual and Industrial Property Rights"** means any and all intellectual and industrial property rights in, whether registrable or not, including without limitation any material, creation, work, patent, design, plant variety, database, semiconductor topography, mask work, trade or service mark, trade, business or brand name, get-up, logo, domain name or URL, process, formula, prototype, plan, model, discovery, theory (scientific or otherwise), business or mathematical scheme, rule or method, technique, development, improvement, know-how, show-how, computer programs, source codes, data, result, customer, client or supplier list, contractual arrangement, market opportunity, plan or intention, trade secret, forecast, analysis, evaluation, research methodology, or technical or business information, in each case whether or not susceptible to copyright protection; and
  - (b) **"Moral Rights"** mean the rights of an author to protect the integrity and ownership of his/her/its work and any similar or like rights anywhere around the world.
- 7.11 The Employee's rights and obligations under this Clause will continue in full force after termination of this Agreement will be binding on the Employee's representative(s).

## **8. Confidential Information**

- 8.1 The Employee agrees to, both during Employee's employment with Uber or any Group Company and after the termination of this Agreement for whatever reason, refrain from using, publishing and/or disclosing in any manner to whomsoever (including to other employees of the Uber Group, unless such employees must be informed in connection with their work for Uber or any Group Company and in such event only upon the express written authorisation of Uber or the applicable Group Company) or negligently causing any unauthorized use, publishing or disclosure of any information of a proprietary or confidential nature concerning the business of Uber or any Group Company, which has become known to the Employee as a result of the employment under this Agreement and which

# UBER



information the Employee knew or should have known to be of a proprietary or confidential nature, provided however that such information shall not include any information that is publicly available or becomes publicly available (unless such public availability is a result of the Employee's breach of the Employee's obligations pursuant to this Agreement) or that is lawfully disclosed by the Employee to a third party as a consequence of the Employee's proper performance of the Employee's duties and responsibilities under this Agreement ("**Confidential Information**").

- 8.2 All information on or pertinent to the Uber Group including, without limitation, the following issues, as well as those issues themselves, shall be deemed to be Confidential Information: business, technology, products, inventions, know-how, trade secrets, laboratory notebooks, mask works, (engineering) designs and drawings, price lists, pricing methodologies, pricing policies, licenses, contract information, financial information and forecasts, historical financial data, budgets, customers, customer sales, customer proposals, sale forecasts, methods of operation, vendors, suppliers & contractors & partners (and their terms of business), properties, purchasers, any proposals relating to the acquisition or disposal of any company owned or business operated by Uber or any Group Company, any proposals relating to the expansion or contracting of activities (business, research & development, construction, technical, sales and production), plans & processes, apparatus, designs, compositions, formula, developments, research, techniques, improvements, procedures, specifications, ideas, computer hardware, computer software, methods of accounting, manners of doing business, marketing plans, any personal data (including, but not limited to, personally identifiable information or protected health information), personnel and employment matters (including details of employees and directors, the level of remuneration and benefits paid to them), as acquired, developed, amended, used, generated and/or utilised by or on behalf of Uber or its Group Company.
- 8.3 Confidential Information shall also include any information or physical matter entrusted by third parties to Uber and/or any Group Company in confidence.
- 8.4 The Employee's rights and obligations under this Clause will continue in full force after termination of this Agreement and will be binding on the Employee's representative(s).

**9. Personal Data**

- 9.1 The Employee acknowledges that Uber will collect or receive personal information from or about the Employee in connection with his/her employment relationship with Uber. Subject to applicable law, Uber will handle such information in the manner described in Uber's Employee Privacy Statement, as Uber may update from time to time. The Employee acknowledges and agrees to Uber's practices as described in the Employee Privacy Statement.
- 9.2 The Employee acknowledges that Uber may share his/her personal information with and/or transfer such information to Uber's offices or personnel or to third parties located outside the country in which the Employee is based, including the United States, and the Employee consents to such sharing and/or transfer. The privacy protections provided by the laws of such countries may be different, and in some cases more or less restrictive, from those provided by the laws of the country in which the Employee is based.

**10. General**

- 10.1 This Agreement constitutes the entire agreement and understanding of the parties regarding its subject matter and supersedes any previous offer letters, letters of appointment, employment agreements or service arrangements, whether written, oral or implied, relating to the employment of the Employee by Uber. Without prejudice to this, in the event of any conflict between the terms of

**UBER**

this Agreement and any other document purporting to relate to the employment of the Employee, the terms of this Agreement will prevail. For the avoidance of doubt, this Agreement does not supersede any restrictive covenants agreement that the Employee may enter with Uber or any Group Company.

- 10.2 Uber may amend or withdraw any of the terms and benefits set out in this Agreement, in its sole discretion to the extent permitted by local law. Reference to the "Agreement" will mean the Agreement as modified and/or extended/renewed by Uber from time to time.
- 10.3 A person who is not party to this Agreement or a Group Company shall have no right to enforce any term of this Agreement, to the extent permitted by local law.
- 10.4 This Agreement, and any notice required or permitted to be given pursuant to or in connection with it, may be executed by electronic/digital signature to the extent permitted by local law.
- 10.5 For the purposes of this Agreement, "**Group Company**" means Uber Technologies Inc., and, from time-to-time, any and all of its subsidiaries, affiliates (the "**Uber Group**") and associated companies; a body corporate is an associated company if any member of the Uber Group has any interest in such body corporate (including, without limitation, in any class of its shares, distribution of its profits, allocation of its assets upon dissolution, security on its assets or voting rights of such body corporate).

**11. Governing Law & Jurisdiction**

- 11.1 This Agreement shall be construed in accordance with and governed by the laws of India.
- 11.2 Each party irrevocably agrees to submit to the non-exclusive jurisdiction of the courts of the city in which the Employee principally performs his/her duties under this Agreement over any claim or matter arising under or in connection with this Agreement.

*Vishpala Reddy*

\_\_\_\_\_  
Vishpala Reddy, APAC HR Director  
For and on behalf of Uber India Research and Development Private Limited

\_\_\_\_\_  
Name of Employee: Adiba Begum

Date: May 24, 2019

- This Agreement may be executed by electronic/digital signature and must be accepted within seven (7) days from the date of dispatch.
- If you sign this Agreement electronically, you consent to the use of an electronic signature, accept that it will have the same effect as a handwritten signature or stamping of a company chop, and agree that the electronic format document will be valid and binding.

**UBER**

## RESTRICTIVE COVENANTS AGREEMENT

In consideration of the Employee's employment or continued employment by Uber India Research and Development Private Limited, a company according to the laws of India with registered company number U74120TG2016PTC103809 ("Uber") and Koduri Sri Naga Priyanka, residing at flat no 110, 1st floor, vijayasri towers, opposite auto stand, close to water tank, sainathpuram , a s rao nagar, ecil, Hyderabad., with ID number 221890048638 (the "Employee") agrees to be bound by the terms set out in this Restrictive Covenants Agreement (the "Agreement").

### **1. Purpose of Restrictions**

- 1.1 The Employee acknowledges that in connection with his/her employment, the Employee will have access to Uber's Confidential Information, which if misused could damage the Uber Group's business and interests. Therefore, the Employee has agreed, both during and after his/her employment, to certain restrictions, which the Employee agrees are reasonably necessary to protect the Uber Group's legitimate business interests, including its Confidential Information, business relationships and stable workforce

### **2. Non-Competition**

- 2.1 During the Employee's employment and for a period of six (6) months following the date on which the Employee's employment terminates (the "Termination Date") (less any period during which the Employee has been placed on garden leave), the Employee shall not without the prior written authorization of Uber, within or in relation to any location(s) involving the Business (as defined below) in any manner or capacity, directly or indirectly, either for the Employee's own account or for the account of third parties, either with or without consideration:

- (a) be employed by, engaged in, involved in, advise, perform services for or work for any person who, or for any enterprise (operated in whatsoever legal form) that, is conducting, intends to or is about to conduct, business activities that are identical or otherwise similar to, or competing with:

the business activities of Uber and/or any Group Company;  
any other business activity demonstrably scheduled to be carried on by Uber and/or any Group Company; or  
any other prospective business activity actively being contemplated by Uber and/or any Group Company, (a "Competitor")

in each case as at the Termination Date or the date on which the Employee commenced garden leave, whichever is the earlier, (the "Relevant Date"), and in which or in relation to which the Employee worked or was materially concerned or involved with, or had access to Confidential Information in respect of, at any time in the twelve (12) months up to the Relevant Date (the "Business"), provided that the Employee would either:

be providing services which are the same or similar to the services the Employee provided to the Business; or

have the potential to, deliberately or inadvertently, draw upon, use or disclose the Confidential Information; or

have, without limiting the Employee's duty of fidelity to Uber, any ownership (direct or indirect) in a Competitor in excess of 3% of any class of shares of any public company whose shares or stocks are quoted and/or dealt in on any recognised securities exchange or 5% of any class of shares in any private company.

- 2.2 In the event that during the Employee's employment or during the restrictive period set out above, the Employee receives an offer of employment that is not from a Group Company or the Employee is requested to provide services to a person, company or entity that is not a Group Company, the

# UBER



Employee must provide immediately to such person, company or other entity making such an offer or request a full and accurate copy of this Agreement signed by both parties.

3. **Non-Solicitation / No Hiring of Personnel**

(a) During the Employee's employment and for a period of six (6) months following the Relevant Date, the Employee shall not, either directly or indirectly, in any manner or capacity (whether for the Employee's own benefit or the benefit of third parties) employ, approach, encourage or induce to enter into an employment or services relationship with third parties or with the Employee him/herself any person who as at the Termination Date was either a director or officer of, or employed by, Uber or any Group Company in any research, technical, IT, financial, operational, marketing or sales function or managerial role whom the Employee had managed or with whom the Employee had worked at any time during the 12 months preceding the Relevant Date.

4. **Non-Solicitation of / No Dealing with Partners, Users, Customers & Potential Business Partners**

4.1 During the Employee's employment and for a period of six (6) months following the Relevant Date, the Employee shall not in any manner or capacity, either directly or indirectly (whether for the Employee's own benefit or the benefit of third parties) canvass, solicit, approach, accept any approach, or entice away from Uber or any Group Company, or deal with (in each case in competition with the Business):

- (a) any contractor, consultant, business partner, service provider, investor, supplier or other person (corporate or individual) who contracted with, provided services to, or used the services of Uber and/or a Group Company at any point during the 12 months immediately prior to the Relevant Date (a "**Partner**");
- (b) any delivery-partner, driver-partner or other partner who used, or has engaged or interacted with Uber and/or any Group Company to use, any services or products offered by any Group Company to provide on-demand services such as transport, food or product delivery or logistics services at any point during the 12 months immediately prior to the Relevant Date (a "**User**");
- (c) any customer or client of Uber and/or a Group Company during the 12 months immediately prior to the Relevant Date (a "**Customer**"); or
- (d) any third party with whom the Employee or any other employee of Uber and/or any Group Company carried out negotiations or interactions on behalf of Uber and/or any Group Company with a view to such person, firm or company becoming a Partner, User or Customer (a "**Potential Business Partner**") provided that any such negotiations remained ongoing or open as at the Relevant Date,

provided that in each case, the Employee had a material degree of involvement with, responsibility for, or possessed Confidential Information in respect of, those Partners, Users, Customers and Potential Business Partners at any time during the 12 months immediately prior to the Relevant Date.

5. **Remedies**

5.1 If the Employee breaches any of the obligations in this Agreement, the restrictive period(s) in respect of the restrictions under that clause shall be considered extended by the amount of time during which such breach occurred and continued.

**UBER**

- 5.2 By executing this Agreement, the Employee acknowledges and agrees that the Uber Group may suffer damage and loss as a result of a breach of the Employee's obligations and that the Employee agrees and acknowledges that damages may not be an adequate remedy for any breach of the Employee's obligations under this Agreement and without prejudice to any of the Uber Group's rights or remedies at law, the Uber Group shall be entitled to other remedies including without limitation its right to enforce the Employee's full compliance with the relevant contractual obligations and/or its ability to seek temporary or permanent injunctive relief or specific performance to restrain the Employee from continuing to breach or committing further breaches of any of the obligations contained or referenced in this Agreement, or to seek actual damages against the Employee.
- 5.3 Any breach of any of the Employee's obligations contained or referenced in this Agreement will also constitute grounds for disciplinary action being taken against the Employee, including dismissal (if applicable).
- 5.4 Payment of the sums referred to in this clause shall not release the Employee from his/her obligations contained or referenced in this Agreement.

## **6. General**

- 6.1 The provisions of this Agreement are, by their nature, intended to survive termination of the Employee's employment and will remain in effect after the Termination Date.
- 6.2 The Employee shall not enter into any written or oral agreement that conflicts with the provisions of this Agreement.
- 6.3 Each provision of this Agreement is severable. If one or more of the provisions in this Agreement are deemed void or unenforceable to any extent in any context, such provisions shall nevertheless be enforced to the fullest extent allowed by law in that and other contexts, and the validity and force of the remainder of this Agreement shall not be affected.
- 6.4 Insofar as this Agreement relates to a Group Company, the Employee agrees that Uber holds the benefits of this Agreement insofar as they relate to a Group Company, on trust for the Group Company and that Uber may enforce this Agreement on behalf of a Group Company. Further, any Group Company may enforce this Agreement in respect of those provisions of this Agreement insofar as it relates to any of them.
- 6.5 This Agreement, and any notice required or permitted to be given pursuant to or in connection with it, may be executed by electronic/digital signature to the extent permitted by local law.
- 6.6 For the purposes of this Agreement, "**Group Company**" means Uber Technologies Inc., and, from time-to-time, any and all of its subsidiaries, affiliates (the "**Uber Group**") and associated companies; a body corporate is an associated company if any member of the Uber Group has any interest in such body corporate (including, without limitation, in any class of its shares, distribution of its profits, allocation of its assets upon dissolution, security on its assets or voting rights of such body corporate).

## **7. Governing Law & Jurisdiction**

- 7.1 This Agreement shall be construed in accordance with and governed by the laws of the State or Territory in which the Employee principally performs his/her employment duties.
- 7.2 Each party irrevocably agrees to submit to the non-exclusive jurisdiction of the courts of the State or Territory in which the Employee principally performs his/her employment duties over any claim or matter arising under or in connection with this Agreement.

# UBER

Vishpala Reddy

---

Vishpala Reddy, APAC HR Director

For and on behalf of Uber India Research and Development Private Limited

---

Name of Employee: Adiba Begum

Date: May 24, 2019

This Agreement may be executed by electronic/digital signature and must be accepted within seven (7) days from the date of dispatch.

If you sign this Agreement electronically, you consent to the use of an electronic signature, accept that it will have the same effect as a handwritten signature or stamping of a company chop, and agree that the electronic format document will be valid and binding.

**UBER**



**Intent to Offer****This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear G Richith,  
Syntellect ID: SBE1456891

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

**For Syntel Pvt. Ltd,**



**Adarsh Krishna**

**Head – Global Recruitment**

**I have read this Offer of Intent and accept the stipulated terms and conditions**

**Signature**

**Intent to Offer****This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear M Vivekananda,  
Syntellect ID: SBE1454867

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.



The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

**For Syntel Pvt. Ltd,**



**Adarsh Krishna**

**Head – Global Recruitment**

**I have read this Offer of Intent and accept the stipulated terms and conditions**

**Signature**

**Intent to Offer****This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear N J Santhosh Rishiek,  
Syntellect ID: SBE1454456

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

**For Syntel Pvt. Ltd,**



**Adarsh Krishna**

**Head – Global Recruitment**

**I have read this Offer of Intent and accept the stipulated terms and conditions**

**Signature**



**Intent to Offer****This Offer / Letter of Intent is valid for 6 weeks from the date of issuance.**

Dear N A Andal Srilekha,  
Syntellect ID: SBE1451285

Congratulations!

We are pleased to record this intent to offer for the position **Associate Consultant (AC1)** with Syntel Private Limited ("Company").

Upon your acceptance of this Intent to offer and subject to you meeting all the applicable requirements under this Intent to offer, we will share a definitive offer letter, which will outline the specific employment terms and conditions. Please note that, unless you receive a definitive offer letter this Intent to offer is merely to record the intended offer of employment and it shall not be construed as an employment with company nor it will be a legally binding offer/contract of employment.

The contents of this Intent to Offer are strictly confidential between you and the Company. Please treat this Intent to Offer and the contents hereof as personal and confidential.

This Offer of Intent is valid subject to:

- a) Your successful completion of the **Graduate/Diploma/Post-Graduate** program within the stipulated period of 8 semesters / 6 semesters as the case may be, with a minimum percentage of **60%**; and no standing backlogs.
- b) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit.
- c) You are producing all the relevant documents pertaining to your education, identity, residence etc. as required by the Company.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary. In case

Your background verification process is not completed within the company specified timeline, intimated to you via email, your selection would be deemed to be canceled.

This Offer of Intent is also contingent upon us working to determine an appropriate start date for your employment. The training is for a period of one (1) year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter (hereinafter referred to as "the period"). Such agreement will also form part of your employment terms with the Company.

You will be continuously assessed during your training. If you do not complete the class room/on job training to our satisfaction, your appointment stands cancelled. That the intent of on-boarding will automatically expire if the candidate fails to respond to this Letter of Intent in writing/e-mail on or before the end of **5 days** from date of its issuance.

If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions herein.

For the sake of information, an indicative break up of salary and the designation that will apply in case an offer is made to you is attached herewith as Annexure A. Some of the foundation skills on which you need to brush up your concept are attached here as part of Annexure B. We take this opportunity to welcome you into Company family and look forward to a very fruitful association with you.

Yours Sincerely,

**For Syntel Pvt. Ltd,**



**Adarsh Krishna**

**Head – Global Recruitment**

**I have read this Offer of Intent and accept the stipulated terms and conditions**

**Signature**



7-1-618/ATC, Flat No. 706,  
7th Floor, Aditya Trade Centre,  
Ameerpet, Hyderabad - 500 038.  
Ph: 040-2373 0040  
www.delasoft.com

## OFFER LETTER

06 June 19,

Name  
Mr. Akkipeddi Aditya Sharma  
Hyderabad

Dear Mr. Akkipeddi Aditya Sharma

We are pleased to confirm our offer of employment to you as **Software Developer** with Delasoft Pvt.Ltd (the Company), starting **06th June 2019** as per the details given below.

At Delasoft, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. We value your abilities and believe you will find our work environment to be challenging and fulfilling.

You are requested to report to the office on **6th June 2019 not later than 11:00 AM IST.**

### Level

You will be hired as **Software Developer**

### Confidentiality

This is a highly Confidential and Private document. You are to maintain the confidentiality and ensure that the details of your offer are not shared with anyone outside of the Human Resource Team of Delasoft. Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action.

### Compensation

Your target annual salary will be **Rs.288000. (Rupees Two Lakhs Eighty Eight Thousand only)** The breakup of your target annual salary is attached along with this letter.

### Provident Fund –

You will be covered under Delasoft Pvt. Ltd Employees' Provident Fund scheme wherein, the Company will match your annual contribution of **12%** of your annual base Salary. Your contribution and the Company's contribution are a part of the above package.

---

Signature and Name, Date

Page 1





**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear **Kakani Dinesh Kumar**,

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 2.5 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,

Managing Director



**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear Kothakota Divya,

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 2.5 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,

Managing Director



**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear Namindla Shinyakathra,

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 2.5 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,

Managing Director





**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear CH Mahesh,

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 2.5 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,

Managing Director



**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear N Sathyanarayana 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 2.5 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,

Managing Director



**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear P Chaithanya Paul,

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 2.5 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,

Managing Director





**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear V Krishna Chaithanya,

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 2.5 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,

Managing Director



**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear Y Vikranth,

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 2.5 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,

Managing Director



**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear Vadlakonda Chandana,

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 2.5 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,

Managing Director



**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear B Navya 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 2.5 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,

Managing Director





**QSPIDERS**

NO.01, 3RD CROSS BASAPPA LAYOUT,  
GAVIPURAM EXTN, KEMPEGOWDA NAGAR,  
BENGALURU, KARNATAKA-560019

31-10-2018

Dear Uppala Akhila,

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 2.5 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,

Managing Director



Development Centre  
(India) Private Limited

LETTER OF INTENT

Date: 05/01/2019

Name: Masaipet Sumana

Dear

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

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

You are required to submit the following documents:

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

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

M. Sumana



Development Centre  
(India) Private Limited

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

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

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

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

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

  
Ramya Galla  
Recruitment Manager

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

M. Suman  
Signature

5/01/2019  
Date



## Letter of Intent

Date: 8<sup>th</sup> June 2019

Dear Jaladanki Prathyusha,

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are shortlisted for the position of “**Executive Trainee**” at **M/s Aliens Developers Private Limited**.

Please note that our offer of employment is subject to you clearing the final round of presentation (on Aliens Space Station Brochure – link below) and subsequent submission of your documents (listed below) at the time of joining.

Aliens Space Station Brochure link - <https://bit.ly/2RkrP90>

Reporting date & time: 17<sup>th</sup> June 2019 | 10:00 AM

Venue: Aliens Space Station, Tellapur Road, Hyderabad, Telangana – 502032

Mandatory documents to submit:

- 1 copy of updated CV (self-attested)
- 1 Aadhar Card photocopy
- 1 PAN Card photocopy
- 1 Highest education qualification certificate photocopy
- 2 passport size photographs
- Pay-slip/Bank Statements for last 3 months (if applicable)

If the above terms are acceptable, kindly acknowledge the receipt of the same. Please feel free to reach us on [shubham.s@aliensgroup.in](mailto:shubham.s@aliensgroup.in) for queries.

All the best!



Thanks, Team HR



## Letter of Intent

Date: 8<sup>th</sup> June 2019

Dear Arpan Reddy G

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are shortlisted for the position of “**Executive Trainee**” at **M/s Aliens Developers Private Limited**.

Please note that our offer of employment is subject to you clearing the final round of presentation (on Aliens Space Station Brochure – link below) and subsequent submission of your documents (listed below) at the time of joining.

Aliens Space Station Brochure link - <https://bit.ly/2RkrP90>

Reporting date & time: 17<sup>th</sup> June 2019 | 10:00 AM

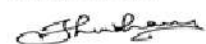
Venue: Aliens Space Station, Tellapur Road, Hyderabad, Telangana – 502032

Mandatory documents to submit:

- 1 copy of updated CV (self-attested)
- 1 Aadhar Card photocopy
- 1 PAN Card photocopy
- 1 Highest education qualification certificate photocopy
- 2 passport size photographs
- Pay-slip/Bank Statements for last 3 months (if applicable)

If the above terms are acceptable, kindly acknowledge the receipt of the same. Please feel free to reach us on [shubham.s@aliensgroup.in](mailto:shubham.s@aliensgroup.in) for queries.

All the best!



Thanks, Team HR

## Letter of Intent

Date: 8<sup>th</sup> June 2019

Dear Gande Anuroop,

With reference to your application and the subsequent interview you had with us, we are pleased to inform that you are shortlisted for the position of “**Executive Trainee**” at **M/s Aliens Developers Private Limited**.

Please note that our offer of employment is subject to you clearing the final round of presentation (on Aliens Space Station Brochure – link below) and subsequent submission of your documents (listed below) at the time of joining.

Aliens Space Station Brochure link - <https://bit.ly/2RkrP90>

Reporting date & time: 17<sup>th</sup> June 2019 | 10:00 AM

Venue: Aliens Space Station, Tellapur Road, Hyderabad, Telangana – 502032

Mandatory documents to submit:

- 1 copy of updated CV (self-attested)
- 1 Aadhar Card photocopy
- 1 PAN Card photocopy
- 1 Highest education qualification certificate photocopy
- 2 passport size photographs
- Pay-slip/Bank Statements for last 3 months (if applicable)

If the above terms are acceptable, kindly acknowledge the receipt of the same. Please feel free to reach us on [shubham.s@aliensgroup.in](mailto:shubham.s@aliensgroup.in) for queries.

All the best!



Thanks, Team HR

Dear **M R Kumar Yadav**,

**Sub: Conditional Offer letter**

Further to our campus/walk-in/telephonic interview, we are happy to offer you the position of Network Analyst with our company. Your initial place of work will be at Hyderabad.

Please note that your appointment will be subject to your successful completion of the training and final assessment by the client. On selection by the client, we will arrange to issue the Appointment Letter.

Your training location would be in Hyderabad. However, the deployment location will be based on client's requirement. The working hours shall be based on specific project needs, which may include working in different shifts based on client requirements. From time to time, you may be required to travel to other locations within India or overseas as may be required.

At the time of training, you are requested to bring copies of the following self-attested documents for our records:

1. Original Certificates in support of your qualification (10<sup>th</sup>, 12<sup>th</sup> and Graduation certificates)
2. Four Passport Size photographs.
3. ID Proof (Voter ID/ Passport)
4. Address proof (Election ID/Driving License)
5. Pan card copy

You are also required to submit original mark sheet of 10<sup>th</sup> or 12<sup>th</sup> for verification at the time of reporting for Training on 3<sup>rd</sup> June 2019. Upon successful appointment your Annual CTC will be Rs.2,22,000/- (Rupees Two lakh Twenty Two Thousand only), subject to all applicable statutory deductions. While your initial core focus is on "Network Analyst" and other areas of Services that Maintec's client offers, the opportunity is also available to grow to a senior position from a future career perspective subject to tangible accomplishments.

The training will commence on 3<sup>rd</sup> June 2019 and you will be intimated on client assessments during the training Period.

Please call Kesav: 9148001631 for any clarification.

**Office Address**

**MAINTEC Technologies Pvt Ltd.**

1-8-343, MNJ Palace, 1st Floor, Indian Airlines Colony, Begumpet,  
Landmark- Near Blackberry service centre, Secunderabad, Telangana  
500 003 India.

Landline Number: 040-4857 0125,040-48570126.

Regards,



**Kesav-Talent Aquisition**

Mobile: 91480016311 Tel: 040-48570125



PRIVATE AND CONFIDENTIAL

**Reference No. - 1783893185**

**Applicant ID - 3748856**

06-May-2019

Gagi Vinay

Dear Gagi Vinay,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : neha.shree@icicibank.com

Telephone No. 2243138791

Yours sincerely,

Neha Shree

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

**Reference No. - 1783893185**

**Applicant ID - 3748856**

06-May-2019

Gagi Vinay

Dear Gagi Vinay,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 12-Jun-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1783893185****Applicant ID - 3748856**

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1783893185****Applicant ID - 3748856**

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. - 1783893185**

**Applicant ID - 3748856**

**General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,



Neha Shree  
HR MANAGER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant



**Reference No. - 1783893185**

**Applicant ID - 3748856**

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 82,200/- (Rupees Eighty Two Thousand Two Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 10,800/- (Rupees Ten Thousand Eight Hundred only) per annum.

**Reference No. – 1783893185****Applicant ID - 3748856****Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

You are required to carry all original documents for verification on the day of joining.

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : Gagi Vinay

 Position: **S1**

Group: RETAIL BANKING GROUP

	<b>S1</b>	
	<b>Monthly</b>	<b>Annual</b>
Basic	6000	72,000
Supplementary Allowance *	6850.00	82,200
Superannuation Allowance **	900	10,800
<b>Total</b>	<b>13,750</b>	<b>1,65,000</b>
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	1,220	14,640
<b>Total CTC</b>	<b>14,970</b>	<b>1,79,640</b>
Performance Linked Retention Pay #	1500.00	18,000
<b>Total (incl PLRP)</b>	<b>16,470</b>	<b>1,97,640</b>
* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance		
*** Company contribution towards PF is 12% and Gratuity is 8.33%.		
# Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date:** 06-May-2019





PRIVATE AND CONFIDENTIAL

**Reference No. - 1783891843**

**Applicant ID - 3748546**

06-May-2019

T Agnivesh

Dear T Agnivesh,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : neha.shree@icicibank.com

Telephone No. 2243138791

Yours sincerely,

Neha Shree

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1783891843**

**Applicant ID - 3748546**

06-May-2019

T Agnivesh

Dear T Agnivesh,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 12-Jun-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**Reference No. - 1783891843****Applicant ID - 3748546**

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

**Reference No. - 1783891843****Applicant ID - 3748546**

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.



: 4:

**Reference No. - 1783891843**

**Applicant ID - 3748546**

**General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,



Neha Shree  
HR MANAGER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1783891843**

**Applicant ID - 3748546**

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 82,200/- (Rupees Eighty Two Thousand Two Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 10,800/- (Rupees Ten Thousand Eight Hundred only) per annum.

**Reference No. - 1783891843****Applicant ID - 3748546****Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under “Employee Benefit Policies” available on the Bank’s intranet which will be accessible upon joining the Bank.

Signature of Applicant

### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

You are required to carry all original documents for verification on the day of joining.

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.



**Remuneration Details**

Name : T Agnivesh

 Position: **S1**

Group: RETAIL BANKING GROUP

	<b>S1</b>	
	<b>Monthly</b>	<b>Annual</b>
Basic	6000	72,000
Supplementary Allowance *	6850.00	82,200
Superannuation Allowance **	900	10,800
<b>Total</b>	<b>13,750</b>	<b>1,65,000</b>
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	1,220	14,640
<b>Total CTC</b>	<b>14,970</b>	<b>1,79,640</b>
Performance Linked Retention Pay #	1500.00	18,000
<b>Total (incl PLRP)</b>	<b>16,470</b>	<b>1,97,640</b>
* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance		
*** Company contribution towards PF is 12% and Gratuity is 8.33%.		
# Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date:** 06-May-2019



PRIVATE AND CONFIDENTIAL

**Reference No. - 1783892136**

**Applicant ID - 3748843**

06-May-2019

N Ramya Yadav

Dear N Ramya,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : neha.shree@icicibank.com

Telephone No. 2243138791

Yours sincerely,

Neha Shree

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

**Reference No. - 1783892136**

**Applicant ID - 3748843**

06-May-2019

N Ramya Yadav

Dear N Ramya,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at HYDERABAD - GACHIBOWLI\_RO.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 12-Jun-2019.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

**Reference No. - 1783892136****Applicant ID - 3748843**

- **Notice Period:** In case you decide to leave the Bank's services during probation period, you will be required to give forty-five days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

In case you decide to leave the Bank's services after confirmation, you will be required to give ninety days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving ninety days' notice or on payment of ninety days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.



**Reference No. - 1783892136****Applicant ID - 3748843**

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period
  - At any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

: 4:

**Reference No. – 1783892136**

**Applicant ID - 3748843**

**General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,



Neha Shree  
HR MANAGER

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**Reference No. - 1783892136**

**Applicant ID - 3748843**

**Annexure:**

**Remuneration:**

- Your Base Salary will be Rs. 72,000/- (Rupees Seventy Two Thousand only) per annum.
- You will be eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. Bonus/variable pay (including payment deferred for subsequent payouts) would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and/or is serving notice period.

**Supplementary Allowances:**

- You will be eligible for a Supplementary Allowance of Rs. 82,200/- (Rupees Eighty Two Thousand Two Hundred only) per annum. Supplementary allowance will include – HRA, Additional HRA, Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

**Superannuation Allowances:**

- You will be eligible for a Superannuation Allowance of Rs. 10,800/- (Rupees Ten Thousand Eight Hundred only) per annum.

**Reference No. - 1783892136****Applicant ID - 3748843****Benefits:**

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant



### **JOINING FORMALITIES**

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

**URL:** <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

**Username:** Registered email id or Applicant id

**Password:** Which has been already communicated to you through registered email id. In case, you do not remember the password, please use “forgot password “option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (X<sup>th</sup>/XII<sup>th</sup>/ Graduation/ Post graduation)
- 2) Work Experience Document
  - a. Resignation accepted letter from current organisation
  - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

You are required to carry all original documents for verification on the day of joining.

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

**Remuneration Details**

Name : N Ramya Yadav

 Position: **S1**

Group: RETAIL BANKING GROUP

	<b>S1</b>	
	<b>Monthly</b>	<b>Annual</b>
Basic	6000	72,000
Supplementary Allowance *	6850.00	82,200
Superannuation Allowance **	900	10,800
<b>Total</b>	<b>13,750</b>	<b>1,65,000</b>
<b>Retirals</b>		
Retirals (PF, Gratuity) ***	1,220	14,640
<b>Total CTC</b>	<b>14,970</b>	<b>1,79,640</b>
Performance Linked Retention Pay #	1500.00	18,000
<b>Total (incl PLRP)</b>	<b>16,470</b>	<b>1,97,640</b>
* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance		
*** Company contribution towards PF is 12% and Gratuity is 8.33%.		
# Please note that there is no guaranteed performance bonus, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

**Date:** 06-May-2019