



Vivo V11 Pro

PHARMASPECTRA



Ms. Aparna S
Chennai

Dear Aparna

Sub: Offer of Employment - Data Research Specialists

We are pleased to offer you the position of "Data Research Specialists". Your date of joining will be on 09 Mar 2020.

Your terms of employment will be as per Annexure A. Your monthly Salary is including food allowances subject to PF, ESI, professional taxes and applicable income tax deductions.

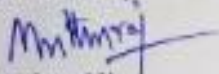
You are eligible for Gratuity, Insurance, Festival holiday, Paid leaves, Causal leave and sick leave as per Company policy. Regular performance review and annual appraisal will be conducted to assess your performance and suitability for further continued working. You will be under probation for 6 months. Company has right to terminate you during probation period if your performance is not up to the mark. There is a minimum commitment of 6 months of service and thereafter One-month Notice period is applicable for termination of service. You agree and need to sign the Confidential and Intellectual property undertaking (CIPU) attached as Annexure B.

Office is functioning in shift timing, from Monday to Friday, with 9.30am to 6.30pm (General Shift), 0700 am to 0400 pm (1 shift) and 0400 pm to 1200 am (2 shift). Candidates need to work in shifts and for 1 shift, and 2 shift extra allowances will be paid.

You are requested to report to the undersigned on 09 Mar 2020 at 9.30 a.m., along with the following documents. 1. One attested Photocopy of Complete Educational Credentials 2. Two Passport Size Photographs. 3. Photo ID and Address proof. 4. Relieving order, if any, from previous company.

Regards,

For Pharmaspectra Informatics Pvt. Ltd,


Muthuraj N

Director-HR & Operations



Fwd: PULSUS Healthtech LLP - Offer Letter

Banu Priya <banupriya287@gmail.com>
To: praveena.biotech@prathyusha.edu.in

----- Forwarded message -----

From: HR | PULSUS Healthtech LLP | <chennaihr@pulsus.com>
Date: Fri, 10 Jan 2020, 7:08 pm
Subject: RE: PULSUS Healthtech LLP - Offer Letter
To: <banupriya287@gmail.com>

Dear Banu,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

you will receive a consolidated Payment of Rs. 18000 /- per month only. (No deduction)

You are requested to join on 13th Jan 2020 at 10.00 AM at the following venue:

PULSUS Healthtech LLP (SEZ Unit),
DLF IT Park, Block 9A, 1st Floor, 1/124,
Shivaji Garden, Moonlight Stop Nandambakkam,
Ramapuram, Chennai, Tamil Nadu-600089, India.
Phone Number : 044-6625-2600

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same.

List of Documents to be submitted at the time of Joining

Photocopy of all educational certificates
Eight passport size photographs.
Copy of PAN Card/AADHAR Card/Ration Card (As address proof)

All Original copy of educational certificates for verification .and 1 for submission



Ms. Charumathi S
Chennai

Dear Charumathi

Sub: Offer of Employment - Data Research Specialists

We are pleased to offer you the position of "Data Research Specialists". Your date of joining will be on 09 Feb 2020.

Your terms of employment will be as per Annexure A. Your monthly Salary is including food allowances subject to PF, ESI, professional taxes and applicable Income tax deductions.

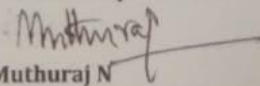
You are eligible for Gratuity, Insurance, Festival holiday, Paid leaves, Causal leave and sick leave as per Company policy. Regular performance review and annual appraisal will be conducted to assess your performance and suitability for further continued working. You will be under probation for 6 months. Company has right to terminate you during probation period if your performance is not up to the mark. There is a minimum commitment of 6 months of service and thereafter One-month Notice period is applicable for termination of service. You agree and need to sign the Confidential and Intellectual property undertaking (CIPU) attached as Annexure B.

Office is functioning in shift timing, from Monday to Friday, with 9.30am to 6.30pm (General Shift), 0700 am to 0400 pm (1 shift) and 0400 pm to 1200 am (2 shift). Candidates need to work in shifts and for 1 shift, and 2 shift extra allowances will be paid.

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Regards,

For Pharmaspectra Informatics Pvt. Ltd,


Muthuraj N

Director-HR & Operations

4/12/2021

Prathyusha Mail - Fwd: Letter of Intent from TNQ Technologies!



Praveena BIOTECH <praveena.biotech@prathyusha.edu.in>

Fwd: Letter of Intent from TNQ Technologies!

1 message

Devi Subha Sree Sumi <devisubhasree12598@gmail.com>
To: praveena.biotech@prathyusha.edu.in

Fri, Mar 13, 2020 at 8:23 PM

----- Forwarded message -----

From: **Recruitment, (TNQ)** <recruitment@tnq.co.in>
Date: Fri, Mar 13, 2020 at 7:45 PM
Subject: Letter of Intent from TNQ Technologies!
To: <devisubhasree12598@gmail.com>

Letter of Intent

Dear Devi Subha Sree S,
B.Tech, Biotech
Prathyusha Engineering College

We are pleased to inform you of our intent to offer you the position of '**Trainee – Copyediting**' with our organization. Your annual Cost-to-Company (CTC) will be **Rs. 1,66,596 p.a.** The break-up of the CTC will be provided to you along with your offer letter. Your CTC will be revised to **Rs. 1,81,188 p.a.** within six months.

You will be informed of the exact date of joining closer to the start of your employment with TNQ.

Acknowledge this mail on or before **March 25, 2020** to indicate your acceptance of this offer.

Please mention your preferred job location in the reply mail:-

- a) Chennai
- b) Coimbatore

We will try to take your preferences into account. However, the management reserves the right to assign you to any location based on the business requirements at the time.

<https://mail.google.com/mail/u/17?ik=465e4195ef&view=pt&search=all&permthid=thread-f%3A1661061000827370262&siml=msg-f%3A16610610008...> 1/2

4/12/2021

Prathyusha Mail - Fwd: Letter of Intent from TNQ Technologies!

We look forward to your joining us and building a successful career with TNQ. All the very best!

Feel free to write back to us for any clarifications.

Regards

Kiruthika M

Senior Executive – Human Resources

M : +91 8939826345

T : +91 44 4596 4800 | tnq.co.in

Fwd: PULSUS Healthtech LLP - Offer Letter

Gayathri Kanna <gayathrikanna2954@gmail.com>
To: praveena.biotech@prathyusha.edu.in

K Gayathri pulsus call letter

----- Forwarded message -----

From: HR | PULSUS Healthtech LLP | <chennaihr@pulsus.com>
Date: Fri, 10 Jan 2020, 19:11
Subject: PULSUS Healthtech LLP - Offer Letter
To: Gayathri Kanna <gayathrikanna2954@gmail.com>

Dear Gayathri,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

you will receive a consolidated Payment of Rs. 18000 /- per month only. (No deduction)

You are requested to join on 13th Jan 2020 at 10.00 AM at the following venue:

**PULSUS Healthtech LLP (SEZ Unit),
DLF IT Park, Block 9A, 1st Floor, 1/124,
Shivaji Garden, Moonlight Stop Nandambakkam,
Ramapuram, Chennai, Tamil Nadu-600089, India.
Phone Number : 044-6625-2600**

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same.

List of Documents to be submitted at the time of Joining

Photocopy of all educational certificates
Eight passport size photographs.
Copy of PAN Card/AADHAR Card/Ration Card (As address proof)

All Original copy of educational certificates for verification .and 1 for submission

Warm Regards

Fwd: PULSUS Healthtech LLP - Offer Letter

gayathri srinivasan <gayathrisrinivasan.2199@gmail.com>
To: praveena.biotech@prathyusha.edu.in

----- Forwarded message -----

From: HR | PULSUS Healthtech LLP | <chennaihr@pulsus.com>
Date: Fri, 10 Jan, 2020, 7:10 PM
Subject: PULSUS Healthtech LLP - Offer Letter
To: <gayathrisrinivasan.2199@gmail.com>

Dear Gayathri,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

you will receive a consolidated Payment of Rs. 18000 /- per month only. (No deduction)

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Warm Regards

OFFER LETTER

OL-1788

Dear **NAVARAJ G**

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of Rs. 437500/- p.a. (Rupees Four Lakhs Thirty Seven Thousand Five Hundred only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance. Your Annual Incentive will be prorated for the number of months in a particular financial year.

Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

Probation

You will be on probation for a period of one year from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining).

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **12 days** in your first year as part of the earned leave component.

Fwd: PULSUS Healthtech LLP - Offer Letter

2 messages

padhu praveen <padhujr11@gmail.com>

To: praveena.biotech@prathyusha.edu.in

----- Forwarded message -----

From: HR | PULSUS Healthtech LLP | <chennaihr@pulsus.com>

Date: Fri, 10 Jan 2020, 18:30

Subject: PULSUS Healthtech LLP - Offer Letter

To: <Padhujr11@gmail.com>

Dear Padmanavan,

Greetings from PULSUS group!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

you will receive a consolidated Payment of Rs. 16000 /- per month only. (No deduction)

You are requested to join on 13th Jan 2020 at 10.00 AM at the following venue:

PULSUS Healthtech LLP (SEZ Unit),
DLF IT Park, Block 9A, 1st Floor, 1/124,
Shivaji Garden, Moonlight Stop Nandambakkam,
Ramapuram, Chennai, Tamil Nadu-600089, India.
Phone Number : 044-6625-2600

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same.

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Photocopy of all educational certificates

Eight passport size photographs.

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Warm Regards

Fwd: PULSUS Healthtech LLP - Offer Letter

2 messages

praveen mohandoss <praveenmohandoss1998@gmail.com>
To: praveena.biotech@prathyusha.edu.in

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From: HR | PULSUS Healthtech LLP I <chennaihr@pulsus.com>
Date: Fri, 10 Jan, 2020, 7:08 PM
Subject: PULSUS Healthtech LLP - Offer Letter
To: <praveenmohandoss1998@gmail.com>

Dear Praveen,

Greetings from PULSUS group!!

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Warm Regards

Fwd: PULSUS Healthtech LLP - Offer Letter

2 messages

prathinisha prabhakar <prathinishaprabhakar@gmail.com>
To: praveena.biotech@prathyusha.edu.in

----- Forwarded message -----

From: prathinisha prabhakar <prathinishaprabhakar@gmail.com>
Date: Fri, 10 Jan 2020, 9:46 pm
Subject: Fwd: PULSUS Healthtech LLP - Offer Letter
To: <pprabha1984@gmail.com>

----- Forwarded message -----

From: HR | PULSUS Healthtech LLP | <chennaihr@pulsus.com>
Date: Fri, Jan 10, 2020 at 7:09 PM
Subject: RE: PULSUS Healthtech LLP - Offer Letter
To: <prathinishaprabhakar@gmail.com>

Dear Prathinisha,

Greetings from PULSUS group!!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected at PULSUS Healthtech LLP.

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PHARMASPECTRA



Mr. Raghunath M
Chennai

Dear Raghunath

Sub: Offer of Employment - Data Research Specialists

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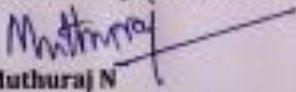
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Regards,

For Pharmaspectra Informatics Pvt. Ltd,


Muthuraj N

Director-HR & Operations

SEK/TRG/01

04 May 2020

Ms. Shrinidhi S
C-407 9th Avenue 46th street,
Ashok Nagar,
Chennai-600083

Dear Shrinidhi,

With reference to the interview you had with us, we are glad to offer you an appointment as **Trainee** on temporary basis for a maximum period of **Six months** with effect from **04 May 2020**.

During this period of training, your cost to the company will be **Rs.18,000/- (Rupees Eighteen Thousand only)**. Detailed Break-up of the same is given below:

NAME	SHRINIDHI	
DESIGNATION	Trainee (L0)	
SALARY PACKAGE	ACTC (RS)	MCTC (RS)
BASIC	86400	7200
HRA	43200	3600
SPECIAL ALLOWANCE	52884	4407
BONUS	16800	1400
GROSS (a)	199284	16607
PF (Employer Contribution) (b)	16718	1393
CTC (a+b=c)	216000	18000
LESS: PF Employer Contribution	16718	1393
LESS: PF Employee Contribution (d)	16718	1393
TAKE HOME PAY (a-d)	182568	15214

You will also be eligible for ESI statutory benefits.

Your performance will be reviewed periodically and at the end of this period, you will be considered for permanent employment depending on our assessment of your performance and the organization requirement. **You have to give Fifteen Days notice in case you leave during your association with us.**

You are further informed that during the course of your association with us while undergoing training, if your performance is not up to our expectations, then you will be terminated forthwith without any notice.

You will be governed by the rules and regulations of the organization relating to working hours, shift timings, discipline and other policies and procedures. This will be made available to you separately.

Please return the duplicate copy of this letter duly signed by you in token of your acceptance of these conditions.

With best wishes,

For SCOPE e-Knowledge Center Pvt Ltd



Balaji TR
Associate Vice President – Human Resources



TEX BIOSCIENCES (P) LIMITED

Regd. Office - "TEXTAN HOUSE" Post Box No. 8043, 75, Fourth Avenue, Aahok Nagar, Chennai - 600 083, India
CIN-U24294TN1982PTC009401 PAN No. : AA ACT2307C GSTIN : 33AAACT2307C1Z4
Tel. : +91-44-4298 8700, Fax : +91-44-4298 8787
E-mail : aravindha@texbiosciences.com

03.02.2020

Ms. V. Sowmiya
S/o Venkatasubban,
29, 71 Sellaperumal Nagar,
Sriperumbudur, Tamil Nadu - 602 105.

Dear Sowmiya,

Sub: Appointment in our Organisation as Trainee R&D

We are pleased to offer you appointment in our Organisation as **Trainee R&D** for a period of One year with effect from 03.02.2020. Your total CTC will be RS.13,127/- (Rupees Thirteen thousand one hundred and twenty seven only) per month.

After reviewing your performance during the above period, you will be considered for probation in the Organisation. The Organisation reserves the right to terminate your services with 24 hours notice if your performance is not up to mark.

Your training period will be charted out by our R&D Head, to whom you should report.

You are requested to maintain the discipline and decorum expected of any person working in a manufacturing unit and will be governed by the working hours as instructed by R&D Head.

With best wishes,

Yours truly,
For Tex Biosciences (P) Limited.,

C.K.Sivaraman
Sr. Finance Manager



DOMEX e-Data Pvt. Ltd

(A MOLECULAR CONNECTIONS COMPANY)

DOMEX e-Data Pvt. Ltd.

C/O Domex, Street No. 52, Lakshmi Narayan Street, Shree Nagar, Chennai - 600 074
Tel: 044-2842311 / 2842377 / 4252041 Email: domex@domex.com

29th August 2020.

Ms. Suganya S.
No. 76/2, Chinnappan Kovil Street,
Aradik,
Chennai - 600 074

Dear Ms. Suganya S.

SUB PROVISIONAL APPOINTMENT LETTER

With reference to the interview you had with us, we are pleased to issue this Provisional Appointment letter on the terms and conditions, briefly mentioned hereunder:

1. You will be designated as **Scientific Analyst - Trainee**. You are however liable to be transferred to any other department, post or place as may be decided by the Management from time to time and you will have no objection to the same.
2. Your Monthly compensation will be **Rs. 15,000/-** and Annual CTC will be **Rs. 2,11,032/-** and the complete details will be mentioned in the Letter of Appointment. On Increments, your CTC will also increase.
3. You will be initially on probation for a period of six months from the date of your joining and reporting for your duties.
4. During the service period either side can terminate the appointment by giving Two months prior notice or Two months Gross Salary (Last drawn salary) in lieu thereof.
5. You will be reporting to the concerned authority as directed by the Management from time to time.
6. You may kindly note that you will be provided with "Letter of Appointment" which will supersede this "Provisional Appointment Letter".
7. You are required to join the office on **1st September 2020**.

Yours sincerely,

For Domex e-Data Pvt. Ltd.


Authorized Signatory

ACCEPTANCE BY THE CANDIDATE

I agree with the aforesaid terms and conditions stated in the above letter.

Signature:

Date:



PAAR (PVT) LTD.,

[Signature]
AUTHORISED SIGNATORY

EMPLOYEES' STATE INSURANCE CORPORATION
e-Polychan Card

Insured Person: M Dilibeabu
Insurance No.: 8121426788
Date of Registration: 07/12/2020

YOUR REGISTRATION DETAILS

Employee Name:	M Dilibeabu	Type of Disability:	None
Name of Father / Husband:	C MUNUSAMY	Date of Birth:	30/03/1988
Marital Status:	Unmarried	Gender:	Male
Present Address:	NO.10,PERUMAL KOIL STREET,SRIVINAGA,KANNANAKOTTAI,Dist Thiruvalur, Tamilnadu, 601302 For PA FOOTWEAR (PVT) LTD.,	Permanent Address:	10, PERUMAL KOIL STREET, SRIVINAGA, KANNANAKOTTAI, Dist Thiruvalur, Tamilnadu, 601302
Dispensary / HOP for IP:	ESI dispensary - Paragat <i>[Signature]</i> AUTHORISED SIGNATORY	Dispensary / HOP for Family:	ESI dispensary - Paragat
Current Employer Details		First Employer Details	
Employer's Code No.:	3100000470000000	Employer's Code No.:	None
Sub Unit's Code No.:	0101000470000000	Sub Unit's Code No.:	None
Date of Appointment:	01/12/2020	First Insurance No.:	None
Name of Employer:	PA FOOT WEAR (P) LTD	Name of Employer:	None
Address of Employer:	F-40, SIFCOOT INDUSTRIAL COMPLEX, GUNNAKOPPOONCH- 601201 Dist. Thiruvalur, Tamilnadu, 201	Address of Employer:	None

Family Details:

Name	Relationship with the Employee	Date of Birth	UAD	Whether Residing with Insured Person	State	District
C MUNUSAMY	Dependent father	31/03/1980		Yes	Tamilnadu	Thiruvalur
M KASTHURI	Dependent mother	15/02/1978		Yes	Tamilnadu	Thiruvalur

Nominee Details:

Name of Nominee	Relationship with IP	Percentage	Address of Nominee
MUNUSAMY	Dependent father	100	10, PERUMAL KOIL STREET, SRIVINAGA, KANNANAKOTTAI, Tamilnadu, Dist Thiruvalur



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College **Date:** 14.02.2020

Dear U Mithun Kumar - EEE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No. 16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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


You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland


Authorized Signatory

Candidate Acceptance



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: *Banthyasha Engineering College* Date: *14.02.2020*

Dear *R. Purna Kumar* - EEE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungatathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungatathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyasha Engineering College **Date:** 14.01.2020

Dear K. Rahul Sai - EEE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance



Internship Letter

2 March, 2020

To

Mr. Balaji M,

Dear **Mr. Balaji,**

We would like to congratulate you on being selected for Internship with **Yro Systems Pvt Ltd.**

As agreed, you will be working **as an Intern – Digital Marketing based in Chennai.**

You will be reporting to **CEO: Mr. Senthil**

Your internship will include training/orientation and focus primarily on **Blog content generation, Onsite optimization analysis & monitoring, offsite post and reputation management, create landing pages and analysis.**

In this position you will be paid a stipend of **Rs. 5,000** per month and up on successful completion of Internship, your performance will be evaluated and on receiving satisfactory feedback from your reporting authority you will be offered fulltime employment at Yro Systems Pvt Ltd.

Your training is scheduled to start effective **3 March, 2020** for a period of **3 months** and is expected to work all the weekdays. However, your internship with the Company is "at-will," which means that either you or the Company may terminate your internship at any time, with or without cause and with or without notice.

Please bring along the below listed documents / details on your day of joining.

- a) **Latest Passport size photographs (3 no's)**
- b) **Copies of Academic Certificates**
- c) **Copies of Offer letter/Appointment letter of current & previous employers (If applicable)**
- d) **Copies of Relieving Letter and Experience Certificate from current & previous employers (If applicable)**
- e) **Last drawn Salary Slip / Certificate showing monthly salary paid by the present employer (If applicable)**
- f) **Photocopy of your PAN card, form 16 and last six months bank statement**
- g) **Photocopy of your Ration card, Aadhar Card and Pan card**

Please furnish original documents of the aforesaid documents on your date of joining which will be returned to you after verification.

During your employment, you may have access to trade secrets and confidential business information belonging to the Company. By accepting this offer of employment, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

By accepting this offer, you agree that throughout your internship, you will observe all policies and practices governing the conduct of our business and employees, including our policies prohibiting discrimination and harassment. This letter sets forth the complete offer we are extending to you, and supersedes and replaces any prior inconsistent statements or discussions. It may be changed only by a subsequent written agreement.

We hope that your association with the Company will be successful and rewarding. Please return the enclosed copy duly signed as a token of your acceptance of the letter.

All of us at **Yro Systems** are excited that you will be joining our team!

For Yro Systems Private Limited,

Accepted

Vimochana Sikhiley

Manager - HR

(Balaji M)



02nd November 2020

Offer cum Appointment letter

To

Mr. Bharath Kumar N
No.65, 11th Cross Street,
Thendral Nagar, Gopalapuram,
Pattabiram,
Chennai – 600072.

Contact No: +91-9941719659

Dear Bharath,

Further to your application and the subsequent interview, we are pleased to offer you the position "Software Engineer - Trainee" effective from 02-November-2020 at our organization subject to the following terms and conditions:

1. Probationary Period and Confirmation as Permanent Employee

- 1.1 You will be on probation for the initial period of 06 [six] months ("Probation Period") from the date of joining the company as mentioned in this letter.
- 1.2 Your appointment is eligible for confirmation in writing on completion of the Probation Period, subject to your service being found satisfactory by the management of the Company. The Company reserves all rights to evaluate your service at its discretion.
- 1.3 During the Probation Period, the condition of employment regarding termination and severance payment will not be applicable and enforceable, and the Company shall be entitled to terminate your appointment any time and with immediate effect.

2. Remuneration

- 2.1 Your Total Annual Compensation will be **Rs. 1,64,235 (One Lakh Sixty Four Thousand Two Hundred Thirty Five Rupees Only)** as per Annexure.
- 2.2 All payments to be made by the company to you shall be subject to statutory deductions as applicable from time to time.



GENXLEAD SOLUTIONS PVT. LTD.,

Devapragasam Trade Centre, Madura Gardens,
15/491, B-1, Poonamallee High Road, Maduravoyal,
Chennai, 600095 TN, India. Phone: +91 44 2378 1312
contact@genxlead.com www.genxlead.com

CIN: U72900TN2019PTC126854



Annexure - I

SALARY BREAKUP DETAILS			
EMPLOYEE NAME		BHARATH KUMAR N	
EMPLOYEE ID		GXL2350	
DESIGNATION		SOFTWARE ENGINEER - TRAINEE	
	Salary Components	Per Month	Per Annum
A	Basic	3,000	36,000
	House Rent Allowance	2,400	28,800
	Conveyance	2,150	25,800
	Medical Allowance	2,000	24,200
	Special Allowance	2,450	29,400
	Total (A)	12,000	144,000
	<i>Deduction</i>		
B	PF Employee (B1)	1,152	13,824
	ESI Employee (B2)	90	1,080
	Total (B)	1,242	14,904
C	PF Employer (C1)	1,152	13,824
	ESI Employer (C2)	390	4,680
	Gratuity (C3)	144	1,731
	Total (C)	1,686	20,235
Net Take Home Salary (A-B)		10,758	129,096
Total CTC (A+C)		13,686	164,235

If additional tax is applicable, will be deducted from take home salary.

Kannan

CHELLA KANNAN K P
MANAGING DIRECTOR

Received & Accepted

N. Bharath Kumar N
02/11/20

Bharath Kumar N



10.2 In case you are away from the office (except on office duty) for more than seven days, you shall intimate about your contact address to your reporting authority. Any communication sent at such address will be deemed to be a sufficient service of communication to you during your absence on approved leave.

10.3 The appointment is made on the understanding that the information provided by you while interviewing you and contained in the documents furnished by you, is correct, true and complete. Any breach in this makes the company entitled to revoke the employment.

Your employment will be governed by the rules, regulations and policies of the Company. Please sign a copy of this letter as a token of your acceptance.

Welcome to **GENXLEAD SOLUTIONS PVT LTD!** We wish you and a long, rewarding career with us.

Chellan

CHELLA KANNAN K P
MANAGING DIRECTOR

Encl: Annexure (As applicable).

I HAVE COMPLETELY READ THE CONTENTS, UNDERSTOOD THE SAME AND I AGREE TO THE TERMS AND CONDITIONS AS SET FORTH IN THIS OFFER LETTER AND ALSO IN THE ANNEXURE TO THE SAME.

Signature: N. Bharathkumar Date 02/11/20

Name (In Capital letters) N. Bharathkumar.



**Welcome To FULL Creative Private Limited
Greetings!!**



Hi,

We are excited to have you as a member of the Full Creative team (Chennai, UK and US). This email includes links to FULL's web portals, your IDs and important information regarding your shift, attendance, insurance, transportation and salary.

Your Dashboard:

Employee ID: 109875

User name: sri.koteeswar@anywhere.co

6-digit Password: 698042

About FULL Creative:

- [History of FULL Creative](#)(*link available)
- [Products of FULL Creative](#)(*link available)

Business hours:



- Working Days: Monday through Friday, and the first Saturday of every month (see Working Saturdays below for more information).
 - Due to the current situation, the working day has been changed to Monday to Saturday and second Saturday will be a holiday.
-

[Working policy:](#) (*link available)

- You are expected to complete 9 hours a day and must be prepared to help your team with additional hours when required. Less than 7 hours considered as half-day and less than 4 hours as leave.
- to record your attendance either by swiping the Company ID-Card (RFID) or through the technology platform AnywhereWorks, if it is work from home.
- With the permission of team lead, WFH and Extra days will be granted.
- By virtue of being on 'Training' or 'Outdoor Duty' or 'Work from Home', should promptly regularise the same in the attendance system accordingly and also inform the HR team
- For any unauthorized absence of the employee for more than 3 days to the HR team. Such absence should be reported without fail by the 4th day or earlier thorough email or by phone. In case you fail then the 4th day will be considered as a voluntary termination. If it is medical, then you need to submit the medical certificate while joining.
- All employees will be issued a temporary card at the time of joining that identifies you as an employee of FULL. The temp card will also give you access to our office, the restrooms and Ascendas. You will be issued a permanent ID card within 15- 20 days from the date of hire. This can be used to clock in and clock out using the IR reader at the reception of our Chennai office.
- You are expected to report to the office on time. You should notify your team point if you are expected to arrive late.
- To simplify the payroll process, employees are requested to confirm work hours or place adjustments in the Yoco Board and send leave emails on or before the 23rd of every month. If the 23rd of that month happens to be a holiday, the 22nd will be considered the last date. Adjustments placed after the 23rd will have to be approved by Kevin Payne to be processed.
- This policy applies to **non-development teams** who work **under rotational / Extra shifts:**
 - You can avail of a sick-leave or a compensatory day off by working on any first Saturday or Sunday of a month.

FULL

- You can avail of an extra pay day(s) by working on the following Saturday(s) or Sunday(s) of the month, only if you have worked the previous weekend also.
 - You can avail of an extra pay day if you have worked on a national or a festival holiday.
 - Accumulated sick leaves and comp-offs for any year will lapse on 31st December of the same year
 - You cannot encash unused comp-offs
 - We can find a few updates on the [HR Intranet](#) page.
-

Probation:

- New associates are required to serve a probationary period (usually 6 months) as mentioned in the appointment letter.
 - At the end of the probationary period, the associate will be deemed permanent unless specified about an extension of the probation period in writing (email/letter) by your manager/company.
-

Work From Home: (*link available)

- FULL Creative is a huge advocate of remote work. We believe working from home is a viable, even superior, alternative to the standard office work model, and we're happy to promote it whenever it's a good fit for the individual, job, and supervisor.
- The option of Work from Home is decided on a case to case basis. Not all employees will be eligible for work from home option. Prerequisites include meeting learning (4-week average) and typing goals. When the employee is permitted to Work from Home, there should be no disruption to the workflow and communication.
- The employee has to send out an email to the team lead and cc'ing Human Resources, requesting for work from home.

Anywhere works during WFH:

- Anywhere works is one of our products which helps to have one to one conversation with employees.



- Even though they are distant, the AW helps to have a close bond with the employees through chats, video calls and easy to share the files and links easily.
 - Employees have to be clocked in through AW and have to be available on chat and take at least 2 video calls on AW. Clocking in through the mobile app will not be accepted.
 - Update status on AW, set the appropriate status for lunch break/meetings
 - During the probationary period or while extra days or on First Saturdays WFH is not allowed.
 - Once the request has been approved, the employee must send an email to the team lead stating that he/she is Working from Home and the email should be CC'd to the HR team fullhr@anywhere.co as well.
 - If the employee's learning stats, communication with team or other variables decrease from the temporary work from home, the team member may not be eligible for future work from home.
 - IT will be checking the internet speed to ensure it meets the standards.
-

Leave Policy: (*link available)

- **Casual Leave:**

- Each month, you will be credited 1 Casual Leave (CL) and are eligible for 12 days of CLs every year.
- The CL can be used that month or carried to the next month.
- Casual leave will elapse on the 31st of December every year and cannot be carried over to the next year.

- **Sick leave:**

- Each month, you will be credited 1 Sick Leave (SL) and are eligible for 12 days of SLs every year.
- The SL can be used that month or carried to the next month.
- Sick Leave will not be carried over to the next year and have to be consumed before the 31st December of each year.
- Your availability on the 1st working Saturday of each month determines if you can leverage the Sick Leave (SL) for that month.



- If an employee falls sick and takes 3 or more days of leave, then it is mandatory for the employee to produce a Medical Certificate along with a Fitness Certificate.

- **Privilege Leave:**

- Employees will be credited with 12 Privilege Leave (PL) once they complete a year with FULL after which you will be credited with 1 PL each month.
- Unused PLs will be carried on to the next year. Employees can maintain a maximum of 45 unused PLs.
- To avail of your PLs, you must complete one year of service with FULL Creative.
- Employees can encash the PL during June or December or at the time of their resignation if they have completed more than 1 year of service at FULL.

- **Maternity Leave:** (*link available)

- Under the MB Amendment Act, the duration of paid maternity leave available for women employees from the existing 12 weeks to 26 weeks. The leave can be availed up to 8 weeks prior to the expected date of delivery and the remaining 18 weeks can be availed post-childbirth.
- For mothers who already have 2 children and are expecting a third child, the duration of paid maternity leave is 12 weeks, which is 6 weeks prior to the date of delivery and 6 weeks post-childbirth.
- Employees can notify the HR team and the team points by sending an email to fullhr@anywhere.co along with the delivery date fixed by the doctor and the breakup details of your maternity leave.

- **Paternity Leave:**

- Associates are eligible to get 3 days of paternity from the date of their childbirth.

- **Insurance:** (*link available)



Employees of FULL are Insured under the following policies:

- Group Medclaim Insurance:

All employees are insured by the company under the coverage of Rs 2,00,000. The premium policy of the Medclaim Insurance will be borne by FULL Creative.

- Group Personal Accident Insurance:

Each employee is insured initially under coverage from Rs 4,00,000 via the Accident policy. The coverage amount will increase in accordance with the employee's tenure in the company. The premium for the Group Personal Accident Insurance policy will be paid by the company.

Note:

- The coverage amount will increase in accordance with the employee's tenure in the company.
- The premium for the Group Personal Accident Insurance policy will be paid by the company.
- It is applicable for employees, their spouse and children.

Maternity Insurance:

You are covered under the Maternity Insurance provided by the Group Medclaim Insurance

(I) Normal Delivery – Rs 40,000

(II) Caesarean – Rs 60,000

Core Values

Learning: [AdaptiveU](#) (*link available)

FULL

- The more you learn the more you gain. Adaptive U enables the employees to learn, grow and enjoy the world of Knowledge. It has its criteria of completing 150 mins weekly to gain benefits like snacks, work from home, extra days and Comp-offs.
- For new joinees, they need to complete the [HR induction](#)(*link available) training programs.

Typing:

- We welcome you to our Typing Program. This program is for 165 days for reaching a target of 50 wpm. You are requested to practice daily for a minimum of 30 minutes to reach the target in the sheet "[Typing sheet](#)"
-

Payroll:

- To simplify the payroll process, employees are requested to confirm work hours or place adjustments in the Yoco Board and send leave emails on or before the 23rd of every month. If the 23rd of that month happens to be a holiday, the 22nd will be considered the last date. Adjustments placed after the 23rd will have to be approved by Kevin Payne to be processed.
 - You will receive your salary between the 30th to the 2nd every month, which will be deposited directly into your salary account. You will receive an email from payrollindia@anywhere.co when your monthly payslip is ready. Use the same email to notify of any payroll discrepancies.
 - Your payslip will be available digitally by the 10th of every month. You can view your salary break up and download them from your profile at <https://www.sree-pradha.com/fullcreative/login.php>
-

[Provident Fund](#):(*link available)

You need to activate your UAN number which allows portability of PF accounts, closure of old accounts and transferring balances. You need to activate it by following the steps given below.

Step 1:

-- Visit the [EPFO](#) website.



Step 2:

-- Click the Activate UAN button

Step 3:

-- You will be redirected to the next window. Enter your UAN number and fill in the other details. Click on Get Authorization pin to receive OTP in your registered mobile number.

Step 4:

-- Enter the OTP and click on the Validate OTP button. In a few minutes, you will receive the UAN number and the password to login to the EPFO portal in your registered mobile number.

Step 5:

-- Use the credentials to log in to the EPFO portal to check the status of your PF account and view passbook.

Procedure to open a PF new account

- To open a new EPF, please fill the following forms:
 - [Form 11 KYC - PF](#)
 - [FORM 2 Nomination - PF](#)

. Along with the forms you need to enclose the KYC docs -

- PAN
 - Adhar copy
 - And Cheque leaf (ICICI account)
-

ESIC:

- the associate's contribution rate (w.e.f. 1.1.97) is 1.75% of the wages and that of employers is 4.75% of the wages paid/payable in respect of the associates in every wage period.
 - Associates who come under the ESIC scheme are those that have their wages less than INR 21,000/- per month.
-



Gratuity:

- Gratuity shall be payable on cessation of employment to an associate who has completed a minimum of 5 years of continuous service with the company.
 - Post the 5-year period, every completed year of service or part thereof (in excess of six months), makes an associate eligible for gratuity at the rate of \$fifteen days Basic Pay (last drawn in the company).
 - The gratuity shall become payable to eligible associates in the event of resignation/retirement/disablement/ death.
-

Commute:

- **Cab Drop**

Employees can choose from a pick-up or drop service that's provided by the company based on the shift timings.

To avail the cab service you need to fill the form: [Cab form](#)

If there is any change in their time, drop or other, you need to fill this form: [Cab changes](#)

- **Bike and Car Pass**

Employees must possess a bike/car pass to park their own vehicles inside Ascendas. You can request your pass by filling this form: [Two/four wheeler form](#)

[Paytm](#):(*link available)

- FULL Creative is giving Paytm food wallet facility to avail tax exemption u/s 80C. To avail of this facility, a sum of Rs. 1100/- will be deducted from your salary on a monthly basis and credited to your Paytm food wallet.
 - The maximum allowance for food coupons is Rs. 1100 per month. Claims exceeding this amount will not be considered for tax exemption.
-

FULL

Contact details:

- Pay related queries: payrollindia@anywhere.co, pramod@anywhere.co and (cc: vidya.bala@anywhere.co)
 - Leave email: fullhr@anywhere.co
 - IC Queries: internal.committee@anywhere.co
 - Admin/Payment related queries: prasad.kondalrao@anywhere.co (cc: fullhr@anywhere.co)
 - PF issue: finance@anywhere.co, pramod@anywhere.co (cc: fullhr@anywhere.co)
 - Cab Related issue: cab@anywhere.co
-



Offer cum Employment Agreement

1.1.2021
Chennai

Dear **Mr. Senthil**,

Thank you for your interest in working for our organization. Having successfully passed the interview's we are pleased to offer you a position with GUVI Geek Network Private Limited ("GUVI" or "Company"). It is my pleasure to extend the following offer of employment ("Offer") to you on behalf of GUVI. If you accept this Offer you will be designated as "**DM Executive**" and you will join us at Chennai on **Jan 1st 2021**.

This Offer will be subject to the execution of the Agreement and the Proprietary Information and Invention Agreement. The first sixty (60) days of the Employment Term shall be considered Employee's probationary period and 1 year as service period. Your employment with the Company will also be governed by the policies, rules and guidelines of the Company as may be formulated by the Company from time to time.

The overall CTC offered to you is **380000** (Three Lakhs Eighty thousand Only) per Annum including all Benefits.

This Offer with GUVI is subject to the successful verification of information provided by you. By accepting this Offer you are also confirming that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions;
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company;
3. GUVI is not liable for any past dues owed by you as part of the termination of any previous employments. You are not bringing in any Intellectual Property that you do not have sole ownership of.
4. In the event your performance during the Probationary Period (2 months) does not warrant the continuation of your employment, the Company may terminate your employment at the end of the Probationary Period without any notice or pay in lieu of notice. Uninformed leaves for more than 3 days will result in Termination of your employment. The Company will endeavor to provide you with an ongoing assessment of your performance. Post probation notice period is 30 days for your employment in GUVI.
5. Nine hours of working time is mandatory to be followed. You will be liable to pay an amount of Rs 50000 in case you fail to serve service period in GUVI for a minimum period of one year.

This Offer will be valid for 48 hours from the date of this letter. If this Offer is acceptable to you, please convey your acceptance to the Company by (a) email or telephone; and (b) providing a signed copy of this Offer letter by post or email. If we do not hear back from you within a period of 1 week from the date of this Offer, this Offer will be deemed to be cancelled and we are not obliged to hold the position open for you.

If you accept this Offer you are required to join on 1st **Jan 2021** ("Joining Date"). It is clarified that your joining will be subject to the execution of the Agreement and the Proprietary Information and Invention Agreement. If you are unable to report on the Joining Date you are requested to inform the Company in writing of the delay.

The following documents are required to be produced at the time of joining of the Company. Please provide originals and self-attested Xerox copies; originals will be returned after verification.

1. Relieving Letter from all your previous employers;
2. Salary slip or salary certificate from most recent employer;
3. Experience Certificate from all previous employers;
4. Proof of Academic Qualification (Class 10th Equivalent and above);
5. Proof of identity i.e. PAN card, driving license, Electoral card;
6. Photographs (3 copies).

We take great pleasure in welcoming you to the Company and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this Offer acceptable and wait to welcome you to the GUVI family.



For GUVI Geek Network Private Limited
CEO, S.P.Balamurugan

Acceptance of Offer

I understand and accept the Offer along with terms and conditions, and annexure(s) set forth herein by signing at the end of this document and here under.

Candidate Signature.....

Name.....

Place and Date.....



GUVI
tech deserves you

Date: 14/02/2020

Shri Naresh E
S/O Elumalai
No.3/47C,L.N.kandigai
Nagalapuram mandal, Dasukuppam (P)
Chittoor district-517589

Trainee ID: N73630

Dear Naresh E,

NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM Trainee** subject to the following terms and conditions:

1. The period of training shall be **Thirty Six** months with start date **14/02/2020** and end date **13/02/2023**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational [National Employability Enhancement Mission (NEEM)] Regulations 2017.
3. You shall be given on the job training with **Sundram Fasteners Ltd Autolec Division Bearing Plant, Gummidipoondi** for the above mentioned period. You will be imparted training in shifts according to normal hours of work of the establishment to which you are attached for training.
4. During the tenure of your training, you shall abide by the rules and regulations from time to time as intimated to you by us and / or the Establishment wherein you will undergo on the job training including but not limited to all matters of conduct, discipline and safety and carry out all lawful orders of the establishment.
5. As NEEM Trainee you shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
6. As NEEM Trainee you shall maintain a record of your Training during the period of the NEEM TRAINING in the proforma given by TVS Educational Society.
7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

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Cap. Mava

Date: 14/02/2020

Shri Sudhakar S
S/O Sugumaran
No.178,Road street,Thirumanithangal village
Vadavanakkambadi Taluk
Thiruvannamalai district-604505

Trainee ID: N73631

Dear Sudhakar S,

NEEM Trainee Contract Letter

We are pleased to engage you as **NEEM Trainee** subject to the following terms and conditions:

1. The period of training shall be **Thirty Six** months with start date **14/02/2020** and end date **13/02/2023**.
2. It shall not be obligatory on our part or of the Establishment / Company wherein you will undergo the on the job training to offer any employment to you during or on successful completion of your training period. As a NEEM Trainee undergoing training in the establishment, you shall be a trainee and not a workman / employee and as such, the provisions of any labour legislations shall not apply to you or in relation to you and your on the job training shall be solely governed by the provisions of All India Council for Technical Educational [National Employability Enhancement Mission (NEEM)] Regulations 2017.
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7. When the contract of Training is terminated for failure on your part to carry out the terms of contract, you shall refund to TVS Educational Society as cost of training such amount as may be determined by TVS Educational Society. In such event, you shall not be entitled to enter into another contract of training under the National Employability Enhancement Mission (NEEM).

...2



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date : 14.02.2020

Dear P. Ehanj Sharon- ECE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date: 14:02:2020

Dear P Haritha - ECE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland


Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: *Prathyusha Engineering College* Date : 14.02.2020

Dear *S. Jayashree* -ECE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

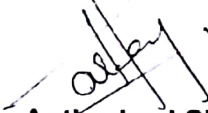
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland



Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578



OFFER LETTER

09th March 2020

To,

Mr.K.Venkata Sai Divakar Reddy
No: 17b, SPE Monocity,
Ponamalle,
Chennai - 600 056

We are pleased to offer you appointment as Web Developer in Our Company. The terms and conditions of your appointment are given below:

You will be on boarded through training cum placement.

TRAINING STATUS

Training will be "At Will" at all times. Your training period will be between 9th March 2020 and 10th June 2020.

You will be offered three months training program in a reputed training institute in Chennai, entirely at the cost of the company.

The cost of the training program will be fully borne by Netaxis.

In case you desire to discontinue the training program, you are liable to reimburse the company the cost of training which was borne by it.

This training program is obsoletely free, stipends or salary will not be provided on this particular period of time. TRAINING WILL BE "AT WILL" AT ALL TIMES. Selection process for employment after the training will be based on your performance.

For NETAXIS IT SOLUTIONS (P) LTD

V. S. D
HR-Manager

Venkat
9-03-2020

Received the original offer letter

Netaxis IT Solutions (P) Ltd # 151 'O' Block, Ganapathy Colony, Anna Nagar East, Chennai - 600 102. Ph : +91-044-43531333 / 999 www.netaxis.in



ECC 2020

Offer: Computer Consultancy
Ref: TCSL/DT20184493232/Chennai
Date: 16/09/2019

Ms. Jyothirmai Kattamuri
4-106a, Ramalayam Street,
Gundlapalli, Guntur,
Guntur-522615,
Andra Pradesh.
Tel# -7981755656

Dear Jyothirmai Kattamuri,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. 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 7 Days, 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 given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20184493232

1

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20184493244/Chennai
Date: 16/09/2019

Ms. Lakshmi Sravya Dama
Diguvamagham(Village And Post) , Thavanampalli(M) , Chittoor(D),
Diguvamagham,
Chittoor-517129,
Andhra Pradesh.
Tel# -9182721555

Dear Lakshmi Sravya Dama,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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TCS Confidential

TCSL/DT20184493244

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



Offer: Computer Consultancy
Ref: TCSL/DT20184498493/Chennai
Date: 16/09/2019

Mr. Ganesh Reddy Gowkanapalli
52/256-2-3.Nabikota,
Iti Circle,
Kadapa-516003,
Andhra Pradesh.
Tel# 91-8179137013

Dear Ganesh Reddy Gowkanapalli,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20184498493

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

1



Offer: Computer Consultancy
Ref: TCSSL/DT20184498751/Chennai
Date: 17/09/2019

Ms. Nivetha
13 Perumal Kovil Street,
Vengal,
Chennai-601103,
Tamil Nadu.
Tel# 91-6380350989

Dear Nivetha,

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 assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. 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 7 Days, 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 given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSSL/DT20184498751

TATA CONSULTANCY SERVICES

1



Offer: Computer Consultancy
Ref: TCSL/DT20195515348/Chennai
Date: 17/09/2019

Ms. Charishma Narayana
D.No-15/139, Ranipeta-4, Gudur, Nellore District,
Society Centre,
Gudur-524101,
Andhra Pradesh.
Tel# -

Dear Charishma Narayana,

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 assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. 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 7 Days, 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 given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential
TCSL/DT20195515348

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office: Narmal Building, 9th Floor, Nariman Point, Mumbai-400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Offer: Computer Consultancy
Ref: TCSL/DT20184493281/Chennai
Date: 16/09/2019

Ms. Madhuri Thamidalapati
4-P21Kothakota(Vill),A.L.Puram (Post),
Gudipala(Mandal),Chittoor(District),
Chittoor-517403,
,Andhrapradesh.
Tel# 91-7013857199

Dear Madhuri Thamidalapati,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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TCSL/DT20184493281

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



19-October-2019

Ms. Nandini Reddy K
Hasanapuram, A. S Peta(M) Srikolanu Road
Nellore 524308

Dear Nandini Reddy,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 4 months and you will be designated as Trainee Engineer and will be paid a salary of Rs. 10,000/- per month subject to PF & ESI from the date of joining intern. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment. You will be on probation from your date of joining for a period of Twelve months as Software Engineer. 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. Your expected date of joining would be 09th December 2019.

Compensation

Your total cost to AVASOFT will be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) ' subject to Tax deduction. Further details are furnished in Annexure-1

K. Nandini Reddy
initials

USA India Malaysia



19-October-2019

Ms. Virajitha P
Plot no-21, Ganapathy Nagar,
Thiruvallur -602001

Dear Virajitha,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 4 months and you will be designated as Trainee Engineer and will be paid a salary of Rs. 10,000/- per month subject to PF & ESI from the date of joining intern. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment. You will be on probation from your date of joining for a period of Twelve months as Software Engineer. 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. Your expected date of joining would be 09th December 2019.

Compensation

Your total cost to AVASOFT will be Rs. 4/- Lakhs per annum (Rupees Four Lakhs only) subject to Tax deduction. Further details are furnished in Annexure-1

Virajitha P.
19/10/19



January 15, 2020

Dear Jyotsna
Chennai

Congratulations! You have successfully completed our initial selection process and we are pleased to make an Internship Engagement offer. This offer is based on a clear understanding that you are going to be a part of a business group comprising of large number of recruits such as you who, if absorbed as employees, shall form part of team(s) executing specialized projects & functions. We have taken into account your profile and performance as indicated by you in the campus selection process. Please read this offer letter and the terms and conditions carefully before signing to confirm your acceptance of the offer. If accepted, you shall join Wipro HR Services India Pvt. Ltd. as an intern by **January 20, 2020**. Please note that this offer is liable to lapse at the discretion of Wipro HR Services India Pvt. Ltd. if not accepted and returned within 7 days of the receipt. You may handover the acceptance letter to the Talent Acquisition team member from Wipro HR Services India Pvt. Ltd.

Stipend and Other Benefits

Your stipend and benefits during the internship tenure will be **Rs 15000/-** per month and as detailed in Annexure 1 attached hereto. All payments by way of stipend would be made after deduction of applicable taxes and other charges. You shall be solely responsible for meeting with your obligations under any applicable law for payment of any taxes or other charges that may be payable by you either as taxes on income or in any other form for this internship arrangement.

In addition to the stipend, you will also be entitled to other benefits such as Medical Allowance, Study Leave, Sick leave and Company transportation. It is however clarified that such benefits and entitlements are provided on a voluntary basis by Wipro HR Services India Pvt. Ltd. in accordance with its policies in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your Internship with Wipro HR Services India Pvt. Ltd., you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time. You may note that the details of such benefits as may be provided to you are confidential by their nature and hence you are required to maintain confidentiality of the same.

Term & Termination

This internship arrangement shall be for a period of **180 days** (the "Term") commencing from **January 20, 2020** and expiring by efflux of time on the last day of the month in which the Term expires. Considering the fact that Wipro HR Services India Pvt. Ltd. will be spending considerable and valuable resources (including costs) on your training during your internship, you will be expected to diligently go through the training for and during the entire Term.

Since during your internship arrangement you will be trained and work on highly specialized projects, Wipro HR Services India Pvt. Ltd. may, at the end of the Term, and at its discretion, offer you a permanent employment subject to your completing **Bachelor of Engineering** degree with a minimum of 60% aggregate marks in **June 2020** and your meeting with the acceptable performance standards set at Wipro HR Services India Pvt. Ltd.. The permanent employment offer will be made on the 1st day of the month following the completion of the Term, on terms and conditions separate from this arrangement. In consideration of Wipro HR Services India Pvt. Ltd. spending considerable valuable resources towards your training apart from paying you a stipend and providing other benefits during your internship period, Wipro HR Services India Pvt. Ltd. expects you to commit to a long and mutually beneficial association and for no less than a minimum period of twelve months from the commencement of permanent employment.

CellarStone

india

Cellarstone India Pvt. Ltd.,
A-6, Mogappair West Industrial Estate,
Chennai - 600 037. India.
Phone : 91-44-26524326 / 27
www.cellarstone.com

02-January-2020

To

Megavarshini

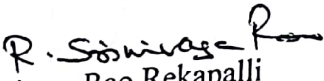
Registration No: 111416106059

Dear Megavarshini,

We are glad to inform you that, you have been selected for the post of "Internship Project Trainee" on contract at a monthly stipend of Rs.2000(Rupees Two Thousand Only) provided that the information given in your resume and interviews are true.

Please confirm the same on signing the copy of this letter.

With Regards


Srinivasa Rao Rekapalli
Director Of Operations

I accept the above offer and confirming that the information provided by me are true.

Name: P. Megavarshini

Signature: P. Megavarshini

Joining Date: 02/01/2020





iders



Testing Training Institute
Quality Spiders Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com

CALL LETTER

Dear NAGI REDDY DATTA HARSHITH REDDY

Date: 05/02/2020

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from... MAY 2020... On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules:

- Following are the rules for placement activity:
- You should have 80% of classroom and practical attendance/ sessions.
 - Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
 - Complete the given assignments on time.
 - Give everyday presentations.
 - **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

**This letter is valid only for MAY 2020. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.

Thanks & Regards,
R. Vijay
Quality Spiders / JSpiders



98406 11022

USN No: _____

Corporate Office : # 13 & 14, 1st Floor, Puttanna Chetty Complex, Opp. BSNL, Bull Temple Road, Basavanagudi, Bangalore - 560 004

Phone: + 91-98456 87781 / 96868 00588

Chennai Office : #184/2, N.S.K Salai, Opposite to Kamala Theatre and above Vijaya Bank, Vadapalani, Chennai - 600 026

Phone: + 91-98406 11022 / 98407 55589



iders



Testing Training Institute
Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com

CALL LETTER

Date: 05/02/2020

Dear A. SATHISH KUMAR

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from MAY.2020.... On the day of joining we would explain complete program with schedule in detail.

Note:

- . We do not charge for the complete training which takes around 3 months.
- . We do not charge you for any of the interviews and placement activities conducted from our end.
- . The training includes **Core JAVA, Manual Testing, SQL.**
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Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.

Thanks & Regards

Qspiders / Spiders

9840611022



USN No: _____

ate Office : # 13 & 14,1st Floor, Puttanna Chetty Complex, Opp. BSNL, Bull Temple Road, Basavanagudi, Bangalore - 560

Phone: + 91-98456 87781 /96868 00588

i Office : #184/2,N.S.K Salai, Opposite to Kamala Theatre and above Vijaya Bank, Vadapalani, Chennai - 600 026

Phone: + 91-98406 11022 / 98407 55589



ders



Testing Training Institute
Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com

CALL LETTER

Date: 05/02/2020

Dear K. VENKATH PAVAN KUMAR REDDY

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from.....MAY:2020. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
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**This letter is valid only for MAY:2020 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.



Thanks & Regards,
Qspiders / JSpiders

9840611022

USN No: _____

rate Office : # 13 & 14,1st Floor, Puttanna Chetty Complex, Opp. BSNL, Bull Temple Road, Basavanagudi, Bangalore - 560 004
 Phone: + 91-98456 87781 /96868 00588
 ai Office : #184/2,N.S.K Salai, Opposite to Kamala Theatre and above Vijaya Bank, Vadapalani, Chennai - 600 026
 Phone: + 91-98406 11022 / 98407 55589



iders

Testing Training Institute
Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com

CALL LETTER

Date: 05/02/2020

Dear UPPULETTI. SHALINI,

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from MAY 2020..... On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

**This letter is valid only for MAY 2020 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.



9840611022

USN No: _____

Corporate Office : # 13 & 14, 1st Floor, Puttanna Chetty Complex, Opp. BSNL, Bull Temple Road, Basavanagudi, Bangalore - 560 004

Phone: + 91-98456 87781 / 96868 00588

Chennai Office : #184/2, N.S.K Salai, Opposite to Kamala Theatre and above Vijaya Bank, Vadapalani, Chennai - 600 026

Phone: + 91-98406 11022 / 98407 55589



spiders



Testing Training Institute
Qspiders Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com

CALL LETTER

Date: 05/02/2020

Dear MONISHA B

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from...MAY 2020.. On the day of joining we would explain complete program with schedule in detail.

Note:

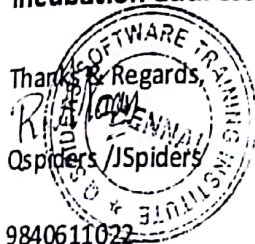
- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

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iders

Testing Training Institute
Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com

CALL LETTER

Date: 05/02/2020

Dear G. VIROSHA

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from MAY 2020. On the day of joining we would explain complete program with schedule in detail.

Note:

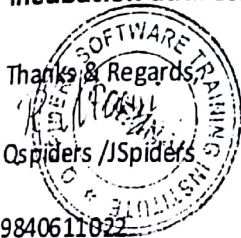
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- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
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- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

**This letter is valid only for MAY 2020. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.



Thanks & Regards,
Qspiders / Jspiders

9840611022

USN No: _____

Corporate Office : # 13 & 14, 1st Floor, Puttanna Chetty Complex, Opp. BSNL, Bull Temple Road, Basavanagudi, Bangalore - 560 004

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Phone: + 91-98406 11022 / 98407 55589



iders

Testing Training Institute
st Yajna Software Solullons Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com



CALL LETTER

Date: 05/02/2020

Dear GT. MADHAN KUMAR,

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from...MAY 2020... On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
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- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

**This letter is valid only for MAY 2020. If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.

Thanks & Regards
Qspiders / JSpiders

9840611022



USN No: _____

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Chennai Office : #184/2, N.S.K Salai, Opposite to Kamala Theatre and above Vijaya Bank, Vadapalani, Chennai - 600 026

Phone: + 91-98406 11022 / 98407 55589



ders

Testing Training Institute
Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com



CALL LETTER

Date: 05/02/2020

Dear MUKKAM ESWAR SAI

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from MAY 2020. On the day of joining we would explain complete program with schedule in detail.

Note:

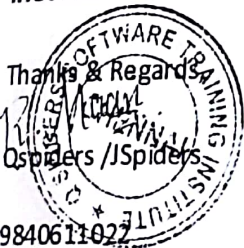
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- The training includes **Core JAVA, Manual Testing, SQL.**
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- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

**This letter is valid only for MAY 2020 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

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9840611022

USN No: _____

Bangalore Office : # 13 & 14, 1st Floor, Puttanna Chetty Complex, Opp. BSNL, Bull Temple Road, Basavanagudi, Bangalore - 560 004

Phone: + 91-98456 87781 / 96868 00588

Chennai Office : #184/2, N.S.K Salai, Opposite to Kamala Theatre and above Vijaya Bank, Vadapalani, Chennai - 600 026

Phone: + 91-98406 11022 / 98407 55589



ders

QSPIDERS Training Institute
Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com



CALL LETTER

Date: 05/02/2020

Dear SEBULOAN. J

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from...MAY 2020.... On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
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****This letter is valid only for MAY 2020 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.**

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.



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USN No: _____

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Phone: + 91-98406 11022 / 98407 55589



FORMAL OFFER LETTER

Ref No:SSGCDS-08-FL-150-180

Date: 27.11.2019

Dear Mr/ Ms... K. Akshya

Welcome to Our SS Group of Institutions & Companies, Salem We are pleased to offer you employment in the Job Title/ Position of Assistant Quantity Surveyor with SS Group of Institutions and Companies, Salem, Tamil Nadu.

We are eager to have you a part of our team. We foresee your potential skills as a valuable contribution to our company and client. Your appointment as a Trainee will commence dated on After Completion of your regular Board Examination. As Entry Level Employee / Trainee- I , you will be entitled to a monthly starting remuneration of Rs. 8, 000 (Eight Thousand Rupees Only) Stay and Transportation (Site to Place) which indicates cost to company. You will be on a probation period of six month. Food allowance will be providing Rs.100 per day for Tamilnadu State and Rs.150 Per day for other states.

Regular performance review will be conducted to assess your performance and suitability. Your continued employment at Yet to Be decide after the Completion of Training in our SS Group of Institution Training with Employment Division its dependent on your successful completion of the probationary period. You will be entitled to all allowances and benefits what so ever decided by the management.

By signing this offer letter confirms your acceptance of the terms and conditions mentioned in enclosed Annexure-I, and that you would be joining in our SS Group of Institutions and Companies on before 06.12.2019. We are looking forward to working with you. All the Best

- YES, Appointed
- Willing in TN Only
- Site Training Required
- Complete Training Required

For SS Group of Companies

 GROUP
OF COMPANIES
&
INSTITUTIONS

S. Dinesh Kumar/ HR



FORMAL OFFER LETTER

Ref No: SSGCDS-08-FL-150-180

Date: 27.11.2019

Dear Mr/ Ms. Veeram Reddy Sachin Kumar Reddy

Welcome to Our SS Group of Institutions & Companies, Salem We are pleased to offer you employment in the Job Title/ Position of Assistant Surveyor with SS Group of Institutions and Companies, Salem, Tamil Nadu.

We are eager to have you a part of our team. We foresee your potential skills as a valuable contribution to our company and client. Your appointment as a Trainee will commence dated on After Completion of your regular Board Examination. As Entry Level Employee / Trainee- I, you will be entitled to a monthly starting remuneration of Rs. 8, 000 (Eight Thousand Rupees Only) Stay and Transportation (Site to Place) which indicates cost to company. You will be on a probation period of six month. Food allowance will be providing Rs.100 per day for Tamilnadu State and Rs.150 Per day for other states.

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By signing this offer letter confirms your acceptance of the terms and conditions mentioned in enclosed Annexure-I, and that you would be joining in our SS Group of Institutions and Companies on before 06.12.2019. We are looking forward to working with you. All the Best

- YES. Appointed
 Willing in TN Only
 Site Training Required
 Complete Training Required

For SS Group of Companies


SS GROUP
OF COMPANIES
&
INSTITUTIONS

S. Dinesh Kumar/ HR

Address : 5 Road (Chennai Silks near), Salem, TN-636005.

Land line : 0427 4055580, Mobile : 89037 42237, 89037 32237, Web site : www.salemsurveyinstitute.com



Regarding On-boarding - 2020 Batch



Inbox



DhanushMohan... 28 Oct 2020



to

Hi Campus Champ,

We have started our Onboarding process for our Campus selects.

In case you have missed the onboarding or if you have any queries please feel free to reach out to us at 9384035855.

Candidates who have completed their final semester and not having more than 3 backlogs can join our training program.

Regards,

Dhanush.

HR - CSS CORP.

<https://www.csscorp.com/email-disclaimer>



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date: 14.02.2020

Dear V. Anuritha - CSE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578



OFFER LETTER

20th November 2020

To,

Mr . Manikanta ,
28-56 Main Road , Addanki ,
Addanki , Prakasam ,
Andhra Pradesh - 523201 .

I am / we are delighted that you have agreed to join our company in the position as **JUNIOR PROGRAMMER** The purpose of this letter is to confirm our mutual agreement with respect to the terms of your employment.

In case of incompleteness of the project in a timely manner or in any circumstance if your performance is not satisfied you will be terminated immediately, and you will be intended to pay six month of salary (as per the current pay scale) and training cost as reimbursement to the company.

EMPLOYMENT STATUS

Employment will be "At Will" at all times, to enter into contract you will have to submit the testimonials and serve the company for the period of two year. Renewal / extension shall be duly addressed.

TERMS OF FIRST YEAR

Your employment for the first year in terms of probation starts on 2nd April 2021 to 3rd April 2022.

You will be paid an annual stipend of **Rs.1,20,000/- (One lakh Twenty thousand only)** which includes all your prerequisites, allowances professional tax (Rs. 85). In between if there is any break of the contract, intended by you; you will have to pay Rs. 60,000/-(Sixty Thousand only), the training cost (Seventy thousand) and also 90 days of notice period should be given to the company.

K. Saimani Kante

20-11-20

For NETAXIS IT SOLUTIONS (P) LTD



HR-Manager

TERMS OF SECOND YEAR

Your employment for the second year starts on 3rd May 2022 to 4th May 2023.

CTC for the second year will be Rs. 21,040/- per month (Twenty one thousand and forty only) which include your prerequisites and allowances. Provident Fund Details PF (A= 12%+B=12%+C=1.15%) which is 25.15%.

The contribution to provident fund account will be Rs. 3,773/- Professional Tax Rs.183 would be paid on the payroll schedule along with the existence of other employees.

In between if there is any break of the contract, intended by you, You will have to pay Rs. 1,20,000 /- (One Lakh Twenty thousand only), the training cost (seventy thousand) and also 90 working days of notice period should be given to the company.

COMPENSATION:

The Employee shall be paid the following compensation from the second year of contract.

You are entitled for 1 and half day paid leave (Casual Leave) after completion of your training and probationary period. CL (paid leave) of 1 and half day in a month is allowed if not utilized by the employee; the day salary is paid on the same month. Leave cannot be accumulated beyond 1 week, if exceeds your employment with our company is immediately terminated. Unless if you are suffering from sickness or any injury that needs medication and cannot be physically strained henceforth Medical Certificate has to be provided from the date of your absence to substantiate your leave. LTA will not be provided by the company. CL cannot be accumulated till the year end for encashment. Salary process will be from 1st to 5th, so the pay slip will be given on 8th or 9th and the salary would be credited on 10th of every month. If the leave is taken for more than 3 days, then the Sundays will be excluded from the salary benefits.

All other terms and conditions of your employment remain unchanged.

K. Saimanikanta

20-11-20

For NETAXIS IT SOLUTIONS (P) LTD

HR-Manager

TERMINATION OF TRAINING AND EMPLOYMENT:

- a) As an "at will" employee, we may terminate your employment for any reason. However, if your employment is terminated for any reason other than gross misconduct, criminal activity, deliberate pursuance or Disclosure of confidential information, we shall provide you with three days' notice or, at our option, in lieu of notice, three days' severance pay. If we find ourselves in disagreement concerning the terms of termination or any other matter about your employment with us, you agree to submit the dispute to binding arbitration to be held in a location of mutual convenience. In between if there is any break of the contract, intended by you; you will have to pay six month of salary (as per the current pay scale) and training cost as reimbursement to the company.
- b) Employment will be terminated, if the employee is found using drug and alcohol in office.
- c) The company will have all the rights of the Script's & Images which is created, altered and debugged in the company. If the rights seem to be violated, you will have to face the legal consequences according to the company's rule.
- d) Electronic items such as floppy discs, CD-ROM, any other form of duplicating devices is strictly prohibited inside the Company premises unless the Management approves legally.
- e) In case of non-performance, you will be moved to training bench with no pay.
- f) If any activity reflecting to non-performance are carried out purposefully then, you will be terminated immediately and you will intended to pay the reimbursement of the training cost and salary according to the current pay scale.
- g) In case of unauthorized absenteeism you will liable to proceed with the termination and reimbursement policy of the company.
- h) Any manipulative methods indulging in duplicating the files, modifying, or coping to their (employee) personal folders shall be entitled to Termination without any queries.
- i) All functions within our company that is entitled to be confidential has to be maintained its status quo if violated immediate termination would take place and would be subjected to Law of court in accordance with company rules.

K. Sai Manikanta

20-11-20

For NETAXIS IT SOLUTIONS (P) LTD

HR-Manager

Information given or furnished by you to the company in any document submitted for employment proves to be false or if you have willfully suppressed any material information, you will be liable to be terminated without notice.

k) The employee are liable to bind there medical fitness certificate in an interval of every three - six months, based on which the increment policy will be effective. If the employee fail to produce the medical fitness certificate, the eligibility of increment become void.

Terms Post-Training

The placed candidates come into a contract with the company for a span of two years after the training. Whilst the contract, any violation/termination makes you liable to bear the cost of the training programme and six months' salary as per the current pay scale.

You agree to reimburse in case of violation from your end;

Violation of contract in First Year - After and during training: training cost + 6 months of your first year salary

Violation of contract in Second Year - After and during training: training cost + 6 months of your second year salary

In case low performance standards is observed, you will be moved to training bench without any pay.

In the event of your activity being purposefully reflected on non-performance, you will be terminated immediately and will be intended to reimburse the company with your six months' salary according to the current pay along with the training cost.

All other terms remains the same as per the contract agreement.

We have pleasure in welcoming you and looking forward to mutually meaningful association.

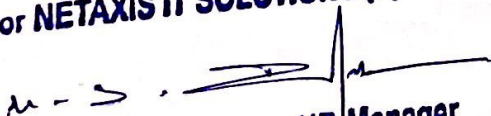
Yours truly,

The appointment letter is enclosed in duplicate and you are requested to sign the duplicate copy of the appointment letter.
I have read, understood and accepted the terms and conditions of employment.

Date: 20-11-20

Signature: K. Sai Manikanta

For **NETAXIS IT SOLUTIONS (P) LTD**


HR-Manager

HRD/3T/1000868253/20-21

December 28, 2020

Mr. Penchala Krishna Babu Somineni
23-B, Aaleti Street,
Gudur,.
Nellore-524101
India

Ph: +91-9440525990

Dear Penchala Krishna Babu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1000868253/20-21

December 28, 2020

Mr. Panchala Krishna Babu Somineni
23-B, Aaleti Street,
Gudur,.
Nellore-524101
India

Ph: +91-9440525990

Dear Panchala Krishna Babu,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **18-Jan-2021**.

Location

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

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

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

Training

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

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Agreement

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

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2020-21 will be as follows:

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

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR 4,00,000 per annum.

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

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

Notice Period

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

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2019-20. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

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

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

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

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

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

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

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

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

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

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Date: _____, 20____

Sign your name

Print your full Name Location

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Penchala Krishna Babu Somineni
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Mr. Penchala Krishna Babu Somineni
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary*	722
FIXED GROSS SALARY (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil

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

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

17 JULY, 2019

VEERATHICHANDRALEKHA
8-407A, ARUNA COLONY
SINGARAYAKONDA
PRAKASAM DISTRICT
ANDHRA PRADESH - 523 101

Dear Veerath Chandralekha,

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from 17 JULY 2019 till 30 JUNE 2020.

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of Rs.10, 000/- per month (Rupees Ten Thousand Only) including tax.

The compensation has been fixed CTC of 3,00,000 per annum, on successful completion of graduation within the academic year (2020), and qualifying our education Criteria. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Three Years which includes your internship period of one year. The amount payable by you to the company for default in completing the bond period of three years would be Rs. 2, 00,000/- together with any of the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.

17 JULY, 2019

KUMARAN
SYSTEMS
SOLUTIONS

SANTHOSH KUMAR C
61, KEEL STREET, THAKKOLAM
VELLORE - 631 151.

Dear SanthoshKumar C

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from 17 JULY 2019 till 30 JUNE 2020.

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of **Rs.10, 000/- per month (Rupees Ten Thousand Only)** including tax.

The compensation has been fixed **CTC of 3,00,000 per annum**, on successful completion of graduation within the academic year (2020), and qualifying our education Criteria. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Three Years which includes your internship period of one year. The amount payable by you to the company for default in completing the bond period of three years would be Rs. 2, 00,000/- together with any of the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.

March 11, 2020

Dear Roja J

Offer of Appointment

With reference to the campus selection, we are pleased to offer you the post of **"Associate Developer"** in our organization.

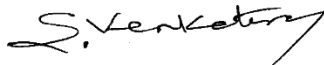
The following points outline the terms and conditions we are proposing.

1. Probation period: **Six Months** (180 Calendar Days)
2. Remuneration: **Rs. 2,47,008/-per Annum as CTC**. Details attached as Sal_Annexure
3. Joining Date: **Will be intimated later**.
4. Appointment letter will be provided at the time of joining.
5. Service Agreement to be signed for a period of 30 months on the date of Joining.

For any clarifications, please call us at **+91 7401222557** or e-mail to **Venkatesan.s@vinsinfo.com**

Sincerely yours

For Vinsinfo Private Limited

A handwritten signature in black ink, appearing to read "S. Venkatesan".

Authorised Signatory

Date: 04/03/2020**Intent to Offer****Dear Samudrala Srividya,**

Syntellect ID: SBE1988682

Congratulations!

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

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/locations, whenever the Company may deem fit and/or as and when required.

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 should not have more than 1-year gap throughout your education
- c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- d) 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.

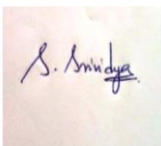
If the above stated terms are acceptable to you, kindly sign and return the acceptance copy (attached) after affixing your full signature into token of your formal acceptance of the terms and conditions herein.

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
Deputy General Manager – Human Resource



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

Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name:	SamudralaSrividya	
Designation :	Associate Consultant	
Band & Grade :	AC-AC1	
Pay and Allowance	Monthly	Yearly
Basic Pay	10,033	120,400
House Rent Allowance	5,017	60,200
Special Allowance	4,830	57,960
City Allowance	1,003	12,040
Bonus	2,400	28,800
Co.'s Contribution to Provident Fund	1,800	21,600
Transport Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Sub Total – I (H)	27,933	335,200
Reimbursements and Other Benefits		
Leave Travel Assistance	400	4,800
Sub Total – II	400	4,800
Total Compensation	28,333	340,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



ders

Testing Training Institute
Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com



CALL LETTER

Date: 05/02/2020

Dear P. NARAYANA,

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from MAY 2020..... On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

**This letter is valid only for MAY 2020 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.

Thanks & Regards,
R. Narayana
Qspiders / JSpiders

9840611022

USN No: _____



iders

Testing Training Institute
Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com



CALL LETTER

Date: 05/02/2020

Dear W.R. ARCHANA,

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from...MAY.2020... On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

****This letter is valid only for MAY2020 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.**

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.

Thanks & Regards,

 Qspiders / JSpiders
 9840611022

USN No: _____

Date: 18/12/2019

Intent to Offer

Dear **Chinthapatla Dinesh**,

Syntellect ID: **SBE1988630**

Congratulations!

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

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

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 should not have more than 1-year gap throughout your education
- c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- d) 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.

17 JULY, 2019

KUMARAN
SYSTEMS
ENGAGEMENT

DHANASEKAR K
214/4A MANIAMMAI NAGAR
PAPER MILLS ROAD
PERAMBUR
CHENNAI - 600011

Dear Dhanasekar K

We would like to congratulate you on being selected for the internship with our organization. Your internship will commence from 17 JULY 2019 till 30 JUNE 2020.

We are confident that this assignment will be a good opportunity for you to learn and also make an impact in terms of your contribution. During the internship period, you will be paid Stipend of Rs.10, 000/- per month (Rupees Ten Thousand Only) including tax.

The compensation has been fixed CTC of 3,00,000 per annum, on successful completion of graduation within the academic year (2020), and qualifying our education Criteria. The hard copy of appointment letter will be provided on completion of your graduation.

All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.

Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the company shall at all times be the property of the Company. All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

During this assignment you will work under the supervision of such officers as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you and to the best of your power, skill, ability for the business and interest of the Company.

You are expected to be present 05 days in a week and work 9.5 hrs per day and you need to complete the assignment within the stipulated time period. You will be governed by the company's rules & regulations that are in force from time to time.

You will be executing an agreement and bond for working with the company for Three Years which includes your internship period of one year. The amount payable by you to the company for default in completing the bond period of three years would be Rs. 2, 00,000/- together with any of the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

We look forward to having you as part of our team and to a mutually beneficial association.



iders



Testing Training Institute
Qspiders Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com

CALL LETTER

Date: 05/02/2020

Dear R. KALAISELVAN,

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from MAY 2020. On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

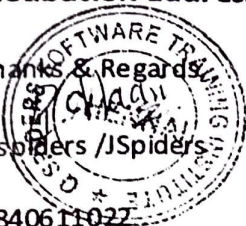
****This letter is valid only for MAY 2020 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.**

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.

Thanks & Regards

Qspiders / JSpiders

9840611022



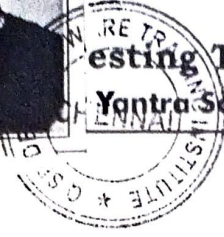
USN No: _____



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Testing Training Institute
Yantra Software Solutions Pvt.Ltd

CIN No : U72200KA2007PTCO44701
www.qspiders.com



CALL LETTER

Date: 05/02/2020

Dear H. MITHRA SINGH,

We are happy to inform you that you have been shortlisted in our screening test. Training in our Incubation center starts from...MAY 2020..... On the day of joining we would explain complete program with schedule in detail.

Note:

- We do not charge for the complete training which takes around 3 months.
- We do not charge you for any of the interviews and placement activities conducted from our end.
- The training includes **Core JAVA, Manual Testing, SQL.**
- No other additional subjects/courses are included in this program.

Rules: Following are the rules for placement activity:

- You should have 80% of classroom and practical attendance/ sessions.
- Should be ready to relocate to different cities for job/interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi).
- Complete the given assignments on time.
- Give everyday presentations.
- **Bring this offer letter on the first day along with all semester marks cards, 10th & 12th / PUC and any Government ID proof document.**

**This letter is valid only for MAY 2020 . If you come on any other date, free training will not be valid. You may have to pay fees and attend the training.

Incubation address: No 184/2, N.S.K.Salai, Arcot Road, Vadapalani, Chennai-600026.

Thanks & Regards,
Adan
Qspiders / JSpiders



9840611022

USN No: _____



Mindtree

A Larsen & Toubro Group Company

Date:26-Nov-2019

To

Ramya H
CHENNAI

Dear Ramya H,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree in the campus of Kalinga.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an ENGINEER in the competency Level C1 subject to the following terms and conditions.

2.1. a) You should complete the Degree which you are now pursuing without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 65% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. You shall initially undergo training at Mindtree, Kalinga, Bhubaneswar, Odisha and undergo Orchard Learning Programme conducted by Mindtree, Kalinga which helps you to transition to the Corporate world of technology solutions. The details of the programme are provided separately.

2.3. Your joining location would be Mindtree Kalinga, Bhubaneswar and joining date would be communicated in subsequent mails.

Annexure 2

Compensation stack effective from the date of confirmation

Name : Ramya H
Competency : C1
Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

Basic	180,000
HRA	90,000
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,000
Allowance in Lieu of Reimbursement	1,764
Annual Gross	308,004
Bonus**	42,000
Annual Cost to Company	350,004

*The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

July 30, 2020

MR. UKESH B
NO.36, PUDUR VILLAGE,
THIRUVALLUR, TN - 631210

Dear MR. UKESH,

Offer of employment by **Kumaran Systems Pvt. Ltd.** ("the Company"):

The following sets out the terms and conditions of your employment with the Company. Unless stated otherwise, these terms and conditions of employment create contractual obligations between you and the company.

1. Job Title

You will be employed by the Company as **TRAINEE PROGRAMMER**. Your job level will be **(Band 1, Level TR)**. In this role you will report to the person to whom you are assigned by the Management. The Company reserves the right to change the person you will report to, or your reporting lines generally, at any time during your Employment.

2. Date of commencement of Employment and Location

2.1 .Your employment will commence on or before **August 01, 2020**.

2.2 .Your place of work will be at Company's premises at Chennai. The Company may, at its sole discretion, second, depute, assign, and/or transfer your services to any other locations in India or Overseas or to any third parties, whether existing or established subsequently.

3. Training and Probation Period

You will be on Training in the first year of joining and the immediate next year you will be on probation for Six (6) Months and the period of probation can be extended at the discretion of the management. Unsatisfactory performance during Training and Probation period can lead to discontinuance of Training and service. After successful completion of the Training and probation period, your services will be confirmed in writing.

4. Stipulation Regarding Agreement / Bond

You have executed an agreement and bond for working with the company for Two (2) Years from the date of joining which includes the period of Training and Probation Period. The amount payable by you to the company for default in completing the bond period would be Rs. 2, 00,000/- together with any of the investments made by the Organization for providing on the job training to you including all expenditures incurred. On receipt of which the company can release you from the contract of bond by written confirmation.

In case the company decides to terminate your association due to any reason during the period of Agreement, the company reserves the right to relieve you from the contract by written letter for the reasons stated in clause 19. Please note that in case you join the company before signing the

legal bond, the stipend would be payable to you only after your completing the legal formalities in regard to the execution/signing of the Agreement from your end. On acceptance of all other Terms and Conditions set forth herein, you have to deposit with the Organisation a Cheque to the value of Liquidated Damages which shall be encashed by the Organisation in case of discontinuation of services within the agreement period of two (2) years computed from the date of joining the Organisation as a Trainee Programmer.

5. Compensation

During the period of Training and probation your compensation will be as detailed in the ANNEXURE-1, enclosed.

The Company reserves the right to deduct any monies due from you to the Company at any time from your remuneration to the maximum extent permitted by the law. The Company will make all statutory deductions including tax and insurance etc. from your remuneration as required by the law. Any tax payable upon any remuneration arising from your employment is for your account.

6. Hours of Work and Paid Holidays

You will observe the working hours and holidays as followed by the department and location to which you are assigned.

You will be required to work in shifts (including night shifts) as and when required in the project you are assigned.

7. Leave

As per rules of the company, you are eligible for 12 days leave per annum.

8. Medical Benefits

You will be eligible for medical benefits in accordance with the Company's scheme for your grade.

9. Unauthorized Absence from Work

Your unauthorized absence from work for a continuous period of more than three (3) days will be treated as absconding from duty, and in the event of your not reporting for work within ten (10) days from the date of absence, the same would be treated as "voluntary abandonment of service" and it shall be deemed that you are no longer interested in the employment. This will be considered as breach of contract, and the company may take action accordingly.

10. Suspension

The company reserves the right at any time during your employment to exclude you from the premises of the Company and require you not to attend work and/or not to undertake any or all of you duties, with or without pay, in accordance with applicable law ("Suspension Period")

During the suspension period, you continue to be an employee and shall remain readily contactable by the Company and, if so requested, you shall report for work at such time and place as the Company may require. Your obligations as an employee, including your duties of fidelity and confidentiality will continue through the Suspension Period.

11. Confidentiality and Know-how

- a) All confidential information, trade secrets, confidential programming, system development processes, information pertaining to the design, development and manufacturing of licensed product and data of any kind whatsoever coming into existence, or acquired or used by the company or by you or by any employee or agent thereof during tenure with the company shall be treated as confidential by you and shall not disclose the same except with the express permission of the Company.
- b) Copyright of all designs, drawings, plans and documentation pertaining to products sold, manufactured or otherwise dealt by the Company shall at all times be the property of the Company.
- c) All discoveries, inventions, ideas that you may conceive during your tenure with the company, shall be the sole and exclusive property of the Company.

12. Intellectual Property Rights and Moral Rights

You:

- Presently assign to the Company all existing and future Intellectual Property Rights;
- Acknowledge that by virtue of this clause all such existing intellectual Property Rights are vested in the Company and ,on their creation, all such future intellectual Property Rights will vest in the Company;
- Acknowledge that you may have moral rights in respect of intellectual Property Rights;
- In so far as you are able, waive your Moral Rights in respect of the intellectual Property Rights;
- Voluntarily and unconditionally consent to all or any acts or omissions by the Company, or persons authorized by the company, which would otherwise infringe your moral Rights in respect of any intellectual Property Rights;
- Agree to disclose to the Company everything in which intellectual Property Rights may subsist; and
- Agree to do all things reasonably requested by the Company to enable the Company to exploit and further assure the rights assigned, and consents given, under this clause

The obligations on you in this clause continue to apply to you following the termination of your employment for whatever reason.

For the purposes of this clause:

(a) intellectual Property Rights means all intellectual Property Rights including:

- patents, copyright, registered designs, trademarks and the rights to have confidential information kept confidential; and

- any application or right to apply for registration of any of those rights, created or generated by you (whether alone or with any other persons) in the course of, in connection with or arising out of your employment with the Company including intellectual Property Rights created before this contract is signed; using, to any extent, the Group's property, computer systems or resources or confidential information; and/or outside working hours or outside the workplace; and

(b) Moral Rights means the following rights in respect of any intellectual Property Rights:

- The right of integrity of authorship (that is, not to have a work subjected to derogatory treatment);
- The right of attribution of authorship of a work; and
- The right not to have authorship of a work falsely attributed, and any other similar right capable of protection under the laws of any relevant jurisdiction.

13. Retirement Age

As per the company's policy, you will superannuate on attaining the age of 58.

14. Others Terms and Conditions

- a. During the period of your training and Service with the Company or for a period of twenty-four months after leaving the Company, you shall not either singly or jointly with any other person, firm or Company solicit, interfere with, or endeavor to entice away other employees of the Company.
- b. You shall not during a period of twenty four months immediately preceding from the date of leaving the company, directly carry on with or be concerned with or interested in carrying on with or be employed by any client of Company, with whom you have had professional involvement during your tenure with the Company.
- c. You shall at no time of your service with the company, discuss your compensation with any company employees or with other companies or Organizations. You can discuss your compensation only with Human Resources Development or with any of the Board of Directors. Management will also maintain the confidentiality of your compensation.
- d. Your address as indicated in your application shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have served upon you.
In case there is any change in your residential address, you will intimate the same in writing to the Company within three (3) days of such change and get the changes recorded.
- e. You will be governed by all rules, regulations and policies of the company.
- f. You are to devote your full time, attention, and ability to the interest of the Company.
- g. You are not to interest yourself in any business or do any trading on your own account.

- h. You hereby agree that for the period of deputation at an onsite location, you will abide by the laws of the country of your deputation and for the duration of assignment in India, you will comply with the terms and conditions of your appointment letter.

15. ISMS (Information Security Management System)

You shall read and understand the information security policies and process of Kumaran and comply as per requirement from the date of joining, failing which appropriate disciplinary action as per Kumaran policies may be initiated against you, including withholding of your salary.

16. Data Protection Policy

You acknowledge and agree by signing this contract you give your informed consent to the collection, holding, handling, processing, retention and transfer of any of your personal data for any purpose directly and indirectly relating to your employment or the administration of your employment or any benefit relating your employment. You also consent to the transfer of your personal data by the Company to any other party who may be assisting in any aspect of administration or other matters relating to your employment.

17. Pre-Employment Verification

The company reserves the right to verify your documents and background through internal or external agencies. These may include your current/previous employment history, educational/professional credentials, criminal records check and other background checks. If any discrepancy with regard to documentation is discovered after you have joined the Company, you are liable to be terminated, apart from legal action being initiated against you.

18. Passport

You are required to possess a valid passport. In case you do not already have one, you are required to obtain this, at your own time and expense, and intimate the same to HR within three months of joining.

19. Termination of Service

- During the Training and Probation period, your services can be terminated by one month notice on either side or salary in lieu thereof. On confirmation, notice period for severance will be two months on either side or salary in lieu thereof. Salary for purpose of this clause means basic salary. However, the decision to release you earlier than two months would be solely at the discretion of the management.

If any information provided by you is found to be incorrect or misrepresentation of any facts, then your employment stands cancelled with immediate effect.

- The Company may elect to terminate your employment summarily (i.e. without notice or wages in lieu) in the following circumstances:-

(a) If you, in relation your employment:

- (i) Willfully disobey a lawful and reasonable order;

- (ii) Engage in misconduct including conduct being inconsistent with the due and
- (iii) Are guilty of fraud or dishonesty; or
- (iv) Are habitually neglectful in your duties; or

(b) On any other ground on which the Company would be entitled to terminate your employment without notice.

20. Acceptance of Appointment Letter

You shall intimate your acceptance of this letter within Two (2) days, failing which the letter of appointment will be withdrawn and cancelled automatically without any further communication in this regard.

At the time of joining, please produce the following documents;

- I. Proof of qualifications
 - (a) Copy of the 10th mark sheet
 - (b) Copy of the 12th mark sheet / Diploma mark sheet
 - (c) Copy of the Degree mark sheets
 - (d) Copy of the Provisional & Convocation certificates
- II. Experience Letter (if any)
 - (a) Previous relieving letters
 - (b) Previous service certificates
- III. Proof of last drawn salary (Pay slips for last three months)
- IV. 7 nos. Passport size Photographs
- V. Copy of Passport

****For verification purpose, all the original documents should be brought on the date of joining.**

We look forward to having you as part of our team and to a mutually beneficial association.

Regards

For Kumaran Systems Private Limited



RAMU. R
CHIEF OPERATING OFFICER

I understand, and agree to, the terms and conditions of this appointment letter.

MR. UKESH B

Date



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date: 14.02.2020

Dear K. Sar Manikanta - CSE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date: 14.02.2020

Dear S. Nandhini - CSE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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- 10th & 12th and UG/PG education certificates
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- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
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Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: *prathyusha Engineering College* Date: *14.02.2020*

Dear *P. Magesh Kumar - CSE*

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

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- Medical Fitness Certificate- saying you are fit enough to work in night shifts
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Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.78
CIN:U72200TN2000PTC045E



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date : 14/02/2020

Dear D. Vaishali - CSE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

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- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
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- Medical Fitness Certificate- saying you are fit enough to work in night shifts
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Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date: 14.02.2020

Dear VN Dhanusha - CSE

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

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Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: *pnathyusha Engineering college* Date: *14.02.2020*

Dear *V. Sharmila - CSE*

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Ref #: INIT20/INT/OFF/0320/1

Offer Letter

February 3, 2020

Mr. Shivaram Kumaresan
No-1 B, Thiruvallur Street,
Nethaji Avenue Extension,
Nerkundram,
Chennai – 600107

Mobile Number - 9789921252

Dear **Mr. Shivaram Kumaresan,**

Welcome to Innoppl!

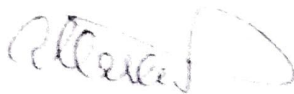
"Innovative + People = Innoppl" We are a team of innovative people who love to sit with our clients and come up with creative, effective solutions to their customer-centric needs and enterprise-related queries.

We specialize in web development and design, and our expertise in iOS/Android development, augmented by our business intelligence capabilities helps us solve industry needs. Innoppl India is committed to supporting the bustling startup ecosystem in the country. By creating powerful apps and websites, we are looking to help businesses add more value and reach more people.

At Innoppl, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Thanking You.



Karthick Govindarajan
Director – Operations
INNOPPL IT SERVICES PVT. LTD.

Dear **Shivaram Kumaresan,**

Congratulations! We are happy to offer you the position of **INTERN** with **Innoppl IT Services Pvt. Ltd.**

Joining Date – **February 3, 2020**

Location – Your location of employment is **“Innoppl IT Services Pvt. Ltd., Rattha Tek Meadows Road, #51, 2nd Floor, Tower C, ElcotSez, Sholinganallur, Chennai- 600119”**

You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

INTERNSHIP

You will be on “Internship” for a period of five months from the date of joining, on successful completion of internship you will undergo assessment and clearing the same with at least **“Meeting Expectations”** you will be moved to “Software – Trainee” with Innoppl. During your tenure with innoppl as intern you will be provided **INR 7,000.00 as stipend**. During internship, leaves will be allowed only after providing proper documents with valid reason from the educational institution. Any leaves outside of educational purpose will be denied exception of sick leave.

SOFTWARE - TRAINEE

On successful completion of Internship with Innoppl, you will be taken for a position of **“Software - Trainee”** and will be provided with depth training on the department you are been assigned. Usual period of training will be three months from the date of starting the training phase. On successful completion of training you will undergo assessment and clearing the same with at-least **“Meeting Expectations”** you will be moved to **“Junior –Software Engineer”** with Innoppl. During your tenure with innoppl as trainee you will be provided with **INR 10,000.00 as stipend**. During training leaves will not be entertained except sick leave.

JUNIOR – SOFTWARE ENGINEER

After your successful completion of the training program, you will be offered a permanent position as **“Junior - Software Engineer”** with Innoppl. Your Cost to the Company (CTC) would be **Rs.3,00,000 (Rupees Three Lakh Only)**.The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. (Please find the enclosed – **‘Appendix A’** for compensation details). Any changes in the policies will be updated in our internal

Registered Office:

Innoppl IT Services Pvt. Ltd., Rattha Tek Meadows Road, #51, 2nd Floor, Tower C, ElcotSez, Sholinganallur, Chennai- 600119.

HRMS portal with proper information will be communicated via official channel.

NOTICE PERIOD

During internship, your services can be terminated with one month's notice or stipend thereof by either parties. On confirmation, you will be required to give two month's of notice in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the two months' notice period. Similarly, the Company can terminate your services by giving two months' notice or salary thereof.

BACKGROUND CHECKS

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed below.

1. 10th, 12th Mark Sheets
2. UG Marksheets, PG Marksheets, Provisional Certificate Degree Certificate
3. One Address & One ID Proof
4. Aadhaar Card & PAN Card

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

OTHER TERMS AND CONDITIONS

You will abide by the rules and regulations of the company as may be in force from time to time. We are confident you will be able to make a significant contribution to the success of our Company and we keenly look forward to working with you.

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

Registered Office:

Innoppl IT Services Pvt. Ltd., Rattha Tek Meadows Road, #51, 2nd Floor, Tower C, ElcotSez, Sholinganallur, Chennai- 600119.



Ref #: INIT20/INT/OFF/0320/1

Offer Letter

February 3, 2020

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You are supposed to carry the following Original Documents at the time of joining us,

1. 10th, 12th & UG/PG Mark Sheets.
2. Degree Certificate & Provisional Certificate.
3. One Address & One ID Proof
4. Aadhaar Card & PAN Card
5. One Stamp Size Photograph

Two Passport Size Photograph (If you do not have HDFC Bank Account).

Contact Details for any clarification: **Sri Sakthi Priya A - 91766 75444** – priyaabbai@innoppl.com

Registered Office:

Innoppl IT Services Pvt. Ltd., Rattha Tek Meadows Road, #51, 2nd Floor, Tower C, ElcotSez, Sholinganallur, Chennai- 600119.

APPENDIX A – COMPENSATION DETAILS FOR JUNIOR - SOFTWARE ENGINEER

SALARY BREAK-UP	MONTHLY	ANNUAL
CTC (EMPLOYER + EMPLOYEE CONTRIBUTION)	INR 25,000.00	INR 3,00,000.00
EARNINGS - EMPLOYER CONTRIBUTION		
PROVIDENT FUND	INR 1,409.00	INR 16,911.00
MEDICLAIM INSURANCE (1 PERSON)	INR 103.00	INR 1,236.00
EARNINGS – EMPLOYEE CONTRIBUTION		
BASIC PAY	INR 11,744.00	INR 2,63,586.00
HOUSE RENT ALLOWANCE	INR 5,872.00	INR 70,464.00
INTERNET / TELEPHONE ALLOWANCE	INR 500.00	INR 6,000.00
LTA	INR 500.00	INR 6,000.00
SPECIAL ALLOWANCE	INR 4,872.00	INR 58,464.00
GROSS SALARY (CTC – EMPLOYER CONTRIBUTION)	INR 23,488.00	INR 2,81,856.00
DEDUCTIONS		
PROVIDENT FUND	INR 183.00	INR 2196.00
PROFESSIONAL TAX	INR 409.00	INR 16,911.00
MEDICAL INSURANCE	INR 103.00	INR 1,236.00
NET PAY(GROSS – DEDUCTIONS)	INR 21,793.00	INR 2,61,513.00

For Reference:

All figures are rounded off to nearest digits.

Registered Office:

 Innoppl IT Services Pvt. Ltd., Rattha Tek Meadows Road, #51, 2nd Floor, Tower C, ElcotSez, Sholinganallur, Chennai- 600119.



Ref #: INIT20/INT/OFF/0320/1

Offer Letter

February 3, 2020

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

“Coming together is a Beginning. Keeping together is Progress. Working together is Success” - with Innoppl Lets Succeed!!

Welcome to 'The Innoppl Family' and wish you a rewarding career over the years to come.

Yours sincerely,

Karthick Govindarajan
Director – Operations
INNOPPL IT SERVICES PVT. LTD.

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

Date: 4th Feb, 2020

K. Shivaram
Sign your name

K. SHIVARAM CHENNAI
Your name Location

Ref #: INIT20/INT/OFF/0320/1

Offer Letter

February 3, 2020

ANNEXURE I

NON-COMPETE AGREEMENT

I, K. SHIVARAM do hereby acknowledge and confirm the following: -

(1) I am accepting employment with INNOPPL IT SERVICES PRIVATE LIMITED ("INNOPPL"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Innoppl.

(2) I am required, on behalf of Innoppl, to provide services to, or solicit business from, various clients of Innoppl for whom I performed services as a Company employee (each such client hereinafter referred to as a "Customer").

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Innoppl for any reason, I will not:

a. accepts any offer of employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Innoppl;

b. accepts any offer of employment from a Named Competitor of Innoppl, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Innoppl.

For the purpose of this Non-Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries: -

- Ameex Technologies
- Cognizant Technologies
- DCKAP
- Unimity Solutions
- Srijan Technologies

Place: CHENNAI

Employee Name: K. SHIVARAM

Date: 04-02-2020

Employee Signature: K. Shivaram

Registered Office:

Innoppl IT Services Pvt. Ltd., Rattha Tek Meadows Road, #51, 2nd Floor, Tower C, EcorSez, Sholinganallur, Chennai- 600115.

Date: 29-Jan-2020

Ref No: ZCPL-2220/1/2020

To

Mr. NAVEENKUMAR K
NO: 2/105, 3RD STREET, NETHAJI NAGAR,
LAKSHMI NAGAR, MUDICHUR,
CHENNAI - 600 048.

Dear **Mr. NAVEENKUMAR K**,

Based on your application and the subsequent discussions you had with us we are pleased to permit you to do the final semester project of your curriculum in our organization. During the project period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. **This offer is subject to the following terms and conditions.**

1. The Period of project work shall not exceed six months from the date of commencement. On successful completion of your curriculum project, you may be absorbed as an employee of Zoho as **MEMBER TECHNICAL STAFF**. Salary will be decided at that time based on your performance.
2. Zoho is under no obligation to recruit you on its regular roll of employees at the end of your Project work. However, if your project work and conduct are found to be completely satisfactory and if Zoho has resource requirements, you may be considered for employment in accordance with Zoho's then current policy.
3. During the period of your project at Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with other employees of the company, only on a 'need to know' basis.
4. In order to protect the company's interest, you shall sign a Confidentiality Agreement requiring you to maintain confidentiality of all information accessed by you during the project period.

Prepared by

Verified by

Shankar
Prathyusha-2-663-PT233

Pragadish

5. Zoho owns all rights and interests to any intellectual property developed by you during the course of your project with the Company.
6. Zoho reserves the right to terminate you at any time during your project work, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of Internet Services, misconduct and the like.
7. Please sign the duplicate copy of this letter as a token of accepting the terms and conditions of this offer and have it delivered to us.

With Best Wishes,

Yours Sincerely,

Authorized Signatory

READ, UNDERSTOOD AND AGREED:

Signature :

Name :

Date :

Place :

Date of Project commencement:

Prepared by

Verified by

Shankar

Pragadish

Prathyusha-2-663-PT233

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have willfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

Prepared by

Shankar
Prathyusha-2-
663-PT233

Verified by

Pragadish

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment.

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

The hard copy of the offer will reach you in due course. Please read this offer of employment carefully before you agree to its terms by signing it. Kindly send your acceptance to this offer per return mail by **25-Dec-2019**. Also ensure that you return the signed copy of your offer letter seven days prior to your joining.

The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organisation.

With Best Wishes,

Yours Sincerely,

Authorized Signatory

I hereby acknowledge receipt of this letter and accept the same. I shall commence employment with effect from _____.

Signature : _____

Date : _____

Name : _____

Place : _____

Prepared by

Verified by

Shankar
Prathyusha-2-
663-PT233

Pragadish

Annexure

Name : SUNIL KANNAH M
Designation : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	18400	220800
HRA	9200	110400
Other Allowance & Flexible Component	16192	194304
Gross Salary	43792	525504
Employer Provident Fund 12% of Basic*	2208	26496
Cost to Company(CTC)	46000	552000
Internet Allowance**		6000
Prosperity Sharing Plan***		100000
Compensation for the first year		658000

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

** Internet allowance mentioned above is for the whole year, you will be eligible for the same from the date of joining. It will be pro-rated and paid for the first year depending on your date of joining.

*** This onetime bonus (PSP) will be processed during the month of April or May and it applies to the regular and confirmed employees. You may qualify for the above mentioned PSP quantum during the year 2021 provided your performance is found satisfactory and upon confirmation. This PSP quantum is indicative one and tends to change as recommended by your team manager. Please note PSP is derived based on company's productivity for that particular year and subject to change every year.

OTHER BENEFITS:

1. GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum of five years of employment with Zoho.

2. MOBILE GIFT CARD AMOUNT

All Zoho employees are paid an amount of Rs.750/- (Rupees Seven Hundred Fifty Only) per month towards mobile connection. You will be eligible to receive the same upon completion of two years of service with Zoho, from the date of joining.

3. GROUP MEDICLAIM INSURANCE

You will be covered under the Group Mediclaim policy for a sum insured of Rs.400000/- (Rupees Four Lakh Only). This is a floater policy where five of your dependents will also be covered along with you.

4. PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of Rs. 2000000/- (Rupees Twenty Lakh Only)

5. GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of Rs.2760000/- (Rupees Twenty Seven Lakh Sixty Thousand Only).

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewals.

Prepared by

Verified by

Shankar
Prathyusha-2-
663-PT233

Pragadish

July 24, 2020

To,

S.Bhargavi
No. 10A, Sengundram (VII),
Devandhavakkam (Po),
Uthukottai (Tk) – 602 023

Dear S.Bhargavi,

Sub: Letter of Intent

Thank you for your interest shown in building your career with us. You have successfully completed our initial selection process and we are pleased to make you an offer subject to the terms and conditions of the Training Agreement ("Agreement") to be entered between you and the Company.

You have been provisionally selected for the position of **Associate Software Engineer** and will be offered **INR 330000** per annum subject to you serving the Minimum Commitment Period* agreed with the Company. You will be notified at a later date with regard to your expected date of joining and on boarding related formalities.

Please note that this offer is contingent upon –

- The submission of valid proof/documents with respect to completion of College education to the satisfaction of the Company.
- The successful completion of the Training as per the Agreement to the satisfaction of the Company.

Please indicate your acceptance by signing this letter and forwarding a scanned copy to campusconnect@prodapt.com on or before **July 29, 2020**.

For more information about our Company, please visit us at www.prodapt.com.

Please do not hesitate to email us at campusconnect@prodapt.com for any information you may need.

Wishing you Good Luck.

Look forward to your joining Team Prodapt.

Yours sincerely,



Pradeep Jumani (e-sign)
Senior Director – Human Resources

I accept to the terms of this Letter of Intent described above.

Signature: S. Bhargavi Date: 7/8/2020

* Minimum Commitment Period shall be 30 months from the date of joining the employment of the Company.

16-Dec-2019

Dear Rangani Kalyani,
B.E / B.Tech, Computer Science & Engineering
Prathyusha Engineering College

Candidate ID – 13958889

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name:	Rangani Kalyani	Designation:	Programmer Analyst Trainee
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Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details



Offer: Computer Consultancy

Ref: TCSL/DT20184491680/Chennai

Date: 16/09/2019

Mr. Nagendra Babu S
J6Ssvk Shades,
Vitheeswaran Nagar,
Chennai-600056,
Tamil Nadu.
Tel# 91-9182564082

Dear Nagendra Babu S,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. 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 7 Days, 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 given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20184491680

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹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 TCS Xplore 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.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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 expenses towards professional membership as per TCSL's policy.

TCS Confidential

TCSL/DT20184491680

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience 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

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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



documents

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



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 TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Nagendra Babu S
Designation	Assistant System Engineer-Trainee
Institute Name	Prathyusha Institute Of Technology And Management

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
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
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

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 TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

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



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

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. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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



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

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



Offer: Computer Consultancy

Ref: TCSL/DT20195191809/Chennai

Date: 16/09/2019

Ms. Ragavi E
Plot No:2 ,Third Cross StreetAnjaneyapuram,
Kakkalur, Thiruvallur,
Chennai-602001,
Tamil Nadu.
Tel# 91-9952702369

Dear Ragavi E,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. 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 7 Days, 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 given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

TCS Confidential

TCSL/DT20195191809

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹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 TCS Xplore 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.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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 expenses towards professional membership as per TCSL's policy.

TCS Confidential

TCSL/DT20195191809

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience 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

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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



documents

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



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



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

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



GROSS SALARY SHEET

Annexure 1

Name	Ragavi E
Designation	Assistant System Engineer-Trainee
Institute Name	Prathyusha Institute Of Technology And Management

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
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
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

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 TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

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. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Date: 24/12/2019

Intent to Offer

Dear **Mahima Mishra**,

Syntellect ID: **ASBE2000315**

Congratulations!

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

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

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 should not have more than 1-year gap throughout your education
- c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- d) 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
Deputy General Manager - HR

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

Candidate Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name :	Mahima Mishra	
Designation :	Associate Consultant	
Band & Grade :	AC-AC1	
Pay and Allowance	Monthly	Yearly
Basic Pay	10,033	120,400
House Rent Allowance	5,017	60,200
Special Allowance	4,830	57,960
City Allowance	1,003	12,040
Bonus	2,400	28,800
Co.'s Contribution to Provident Fund	1,800	21,600
Transport Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Sub Total – I (H)	27,933	335,200
Reimbursements and Other Benefits		
Leave Travel Assistance	400	4,800
Sub-Total – II	400	4,800
Total Compensation	28,333	340,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC



Offer: Computer Consultancy

Ref: TCSL/DT20184490655/Chennai

Date: 16/09/2019

Mr. Naveen Kumar K
2/1053rd Street,Nethaji Nagar,Mudichur,
Mudichur,
Chennai-600048,
Tamilnadu.
Tel# -

Dear Naveen Kumar K,

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. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. 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 7 Days, 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 given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore (detailed under Terms &

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TCSL/DT20184490655

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹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 TCS Xplore 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.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

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 expenses towards professional membership as per TCSL's policy.

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RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

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

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience 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 3 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 TCS Xperience 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

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

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

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

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



documents

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

20. TCS Xperience Program

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

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

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



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 TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Naveen Kumar K
Designation	Assistant System Engineer-Trainee
Institute Name	Prathyusha Institute Of Technology And Management

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
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
TOTAL GROSS	27,415	3,36,875
Xplore/ Learning Incentive****		Upto 60,000

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 TCS Xplore Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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



9. Equitable Rights

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

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. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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



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

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

Date: 07-Nov-2019
Ref No: ZCPL-4589/11/2019

To

Mr. SANGEETHA C ,
PLOT NO: 3718, TNHB,
6TH BLOCK, AVADI,
CHENNAI - 600 054.

Dear Mr. SANGEETHA C ,

We are pleased to offer you employment for the position of **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED**.

INTERNSHIP AND STIPEND

You are expected to do the final semester project of your curriculum in our organisation. We expect you to work on the project on a full time basis for a period of 5-6 months. During this period you will be paid a monthly stipend of **Rs.15000/- (RUPEES FIFTEEN THOUSAND ONLY)**. The following offer is valid subject to successful completion of your project.

(Note: The above may not apply to you if your college does not permit internships).

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

REMUNERATION

Your annual cost to company will be **Rs.396000/- (RUPEES THREE LAKH NINETY SIX THOUSAND ONLY) plus variable benefits**. The breakup of your gross salary and benefits details are set out in Annexure to this letter. Salary will be paid by the last day of each month.

PROBATION

Upon joining you will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

Prepared by

Shankar
Prathyusha-1-211

Verified by

Pragadish

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such other policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation and any entity in which the management of Zoho Corporation or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

Prepared by

Shankar
Prathyusha-1-211

Verified by

Pragadish

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have willfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

Prepared by

Shankar
Prathyusha-1-211

Verified by

Pragadish

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment.

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

The hard copy of the offer will reach you in due course. Please read this offer of employment carefully before you agree to its terms by signing it. Kindly send your acceptance to this offer per return mail by **14-Nov-2019**. Also ensure that you return the signed copy of your offer letter seven days prior to your joining.

The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organisation.

With Best Wishes,

Yours Sincerely,

Authorized Signatory

I hereby acknowledge receipt of this letter and accept the same. I shall commence employment with effect from _____.

Signature : _____

Date : _____

Name : _____

Place : _____

Prepared by

Verified by

Shankar
Prathyusha-1-211

Pragadish

Annexure

Name : SANGEETHA C
Designation : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	13200	158400
Taxable Allowance	1800	21600
HRA	6600	79200
Other Allowance & Flexible Component	9600	115200
Gross Salary	31200	374400
Employer Provident Fund 12% of Basic+TA*	1800	21600
Cost to Company(CTC)	33000	396000
Internet Allowance**		6000
Prosperity Sharing Plan***		60000
Compensation for the first year		462000

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary+TA per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

** Internet allowance mentioned above is for the whole year, you will be eligible for the same from the date of joining. It will be pro-rated and paid for the first year depending on your date of joining.

*** This onetime bonus (PSP) will be processed during the month of April or May and it applies to the regular and confirmed employees. You may qualify for the above mentioned PSP quantum during the year 2021 provided your performance is found satisfactory and upon confirmation. This PSP quantum is indicative one and tends to change as recommended by your team manager. Please note PSP is derived based on company's productivity for that particular year and subject to change every year.

OTHER BENEFITS:

1. GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum of five years of employment with Zoho.

2. MOBILE GIFT CARD AMOUNT

All Zoho employees are paid an amount of Rs.750/- (Rupees Seven Hundred Fifty Only) per month towards mobile connection. You will be eligible to receive the same upon completion of two years of service with Zoho, from the date of joining.

3. GROUP MEDICLAIM INSURANCE

You will be covered under the Group Mediciclaim policy for a sum insured of Rs.400000/- (Rupees Four Lakh Only). This is a floater policy where five of your dependents will also be covered along with you.

4. PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of Rs. 2000000/- (Rupees Twenty Lakh Only)

5. GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of Rs.2500000/- (Rupees Twenty Five Lakh Only).

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewals.

Prepared by

Verified by

Shankar
Prathyusha-1-211

Pragadish

Date: 18/12/2019**Intent to Offer**Dear **Shanthosh Kumar K,**Syntellect ID: **SBE1985384**

Congratulations!

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

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

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 should not have more than 1-year gap throughout your education
- c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- d) 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

Deputy General Manager - HR

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

Candidate Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name :	Shanthosh Kumar K	
Designation :	Associate Consultant	
Band & Grade :	AC-AC1	
Pay and Allowance	Monthly	Yearly
Basic Pay	10,033	10,033
House Rent Allowance	120,400	120,400
Special Allowance	5,017	5,017
City Allowance	60,200	60,200
Bonus	4,830	4,830
Co.'s Contribution to Provident Fund	57,960	57,960
Transport Allowance	1,003	1,003
Medical Allowance	12,040	12,040
Sub Total – I (H)	27,933	335,200
Reimbursements and Other Benefits		
Leave Travel Assistance	400	4,800
Sub Total – II	400	4,800
Total Compensation	28,333	340,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

16-Dec-2019

Dear Nallapaneni Nihitha,
B.E / B.Tech, Computer Science & Engineering
prathyusha engineering college

Candidate ID – 13958866

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name: Nallapaneni Nihitha	Designation: Programmer Analyst Trainee
----------------------------------	------------------------------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Date: 18/12/2019**Intent to Offer**Dear **Saranya**,Syntellect ID: **ASBE2000178**

Congratulations!

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

You may be assigned and/or deputed to any of our subsidiary/affiliated group of Companies/ locations, whenever the Company may deem fit and/or as and when required.

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 should not have more than 1-year gap throughout your education
- c) You successfully clearing the medical test if the company so desires and you being found and remaining medically (both physically and mentally) fit
- d) 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

Deputy General Manager - HR

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

Candidate Signature

Encl: Annexure

ANNEXURE A

SALARY DISTRIBUTION

Name :	Saranya	
Designation :	Associate Consultant	
Band & Grade :	AC-AC1	
Pay and Allowance	Monthly	Yearly
Basic Pay	10,033	10,033
House Rent Allowance	120,400	120,400
Special Allowance	5,017	5,017
City Allowance	60,200	60,200
Bonus	4,830	4,830
Co.'s Contribution to Provident Fund	57,960	57,960
Transport Allowance	1,003	1,003
Medical Allowance	12,040	12,040
Sub Total – I (H)	27,933	335,200
Reimbursements and Other Benefits		
Leave Travel Assistance	400	4,800
Sub Total – II	400	4,800
Total Compensation	28,333	340,000

ANNEXURE B

We would also like you to brush up your concepts on the below foundation skills – your expertise on the aforesaid topics could enable you get an opportunity to work on some in-demand skills which are critical to the organization. You would have an opportunity to be fast tracked into training and get assigned to projects sooner.

SQL	DML, DDL, DQL, TCL, DCL, Sub Query, Joins, Sets, Date & String Functions, Constraints
HTML5	Form Elements & Attributes, Video, Audio, Events, Doctypes
CSS3	Selectors, Box Model, Backgrounds
Java Script	Statements, Functions, Events, Array, Date, Conditions
JS JSON	JSON basic, JSON vs XML
Core Java	OOPS concepts, Access Specifiers & Modifiers, Packages, Exception Handling, Collections, JDBC

16-Dec-2019

Dear Dhinesh M,
B.E / B.Tech, Computer Science & Engineering
Prathyusha Engineering College

Candidate ID – 13958891

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.401,986/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.23,986/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.455,880/-**. This includes an annual incentive indication of **Rs.22,500/-** as well as Cognizant's contribution of **Rs.24,880/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

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

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

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name:	Dhinesh M	Designation:	Programmer Analyst Trainee
--------------	-----------	---------------------	----------------------------

Sl. No.	Description	Monthly	Yearly
1	Basic	10375	124,500
2	HRA @60% of basic*	6225	74,700
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7175	86,100
	Annual Gross Compensation		355,500
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		378,000
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		18,000
	Gratuity		5,986
	Annual Total Remuneration		401,986

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout". Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser. ESI Eligible Wages Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter. Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month. ESI Contribution shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period

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

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

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

*** **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be

paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.

Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details

Confidential

November 04, 2020
embedUR/HR/APPT/2020/041

Appointment Order**Kalaiselvan Ramarajan**

No: 19/22, 4th Street, Shakthi Nagar,
Kallikuppam, Ambathur,
Chennai-600053

Dear Kalaiselvan,

With reference to the selection process, we are pleased to appoint you as **Software Engineer**, effective from **November 04, 2020** on the following terms and conditions, in addition to other terms & conditions mentioned in the Employment Agreement (wherever applicable).

1. Your place of posting will be at Chennai. However, during your employment with us, you may be posted or transferred / attached to any other units / associate companies / offices or clients of embedUR systems, either in India or Abroad at the sole discretion of the Management.
2. Annual Cost to the Company:
INR 4,00,000/- (Four Lakh only) per annum during probation period (i.e. initial six months).
The details of the salary break up are enclosed in Annexure 1.
INR 5,00,000/- (Five Lakh only) per annum after the Probation period.
However, the structure of your compensation plan may be altered /changed from time to time in line with the Compensation policy and practice of the Company. The matters related to your remuneration are strictly personal and confidential between you and the company and should not be disclosed to anybody.
3. You are eligible for other benefits as detailed in the annexure, as applicable for employees of your category. These benefits are worked out based on your tenure in the company, your individual performance and you meeting the work standards as defined by the organization from time to time.
4. You shall report to any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.
5. You are governed by the rules and regulations of the company which are in force or may come in force from time to time as per Annexure-2.
6. You will also execute a confidentiality agreement as applicable to employees of your category from time to time as per Annexure-3

Confidential**Appointment Order for: Kalaiselvan Ramarajan****Page | 1**

+91-44-45612200 | info@embedur.com | www.embedur.com



7. embedUR management reserves the right to withdraw/ revoke the offer/ appointment at any time at its sole discretion in case of the following:
 - a. Any history of arrears during your graduation semester exams including your final semester exams.
 - b. Aggregate marks are less than 75% upon completion of graduation.
8. You have signed the Employment Agreement to serve the organization for a minimum period of 24 months from **November 04, 2020**.
9. You will be on probation for a period of six calendar months from the date of joining. Confirmation in writing will be issued at the end of the probationary period, subject to your performance being found satisfactory.
10. Notice Period:

By Employee: After the Employment Agreement period, the employee can terminate the employment by giving a 3 month(Ninety Days) advance notice or salary in lieu subjected to management decision (the notice period commences only after completion of employment agreement period). If the termination is during the Employment Agreement period, the notice period of 15 days is applicable in addition to the compensation amount to be paid to the company as mentioned in employment agreement.

By Employer: After the probation period, the employment can be terminated for any reason whatsoever by the employer by giving 2 months (Sixty days) advance notice or salary in lieu subjected to management decision. If the Employee's performance is not found satisfactory during the probation period, the Company may terminate the employment with a 15 (Fifteen) days prior notice.
11. On account of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case, the company will not pay any notice pay and shall reserve its right to terminate the employment.
12. During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.
13. You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter

14. All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company have the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.
15. After the termination of employment, you shall not engage in any business activities with our clients using your contacts that you obtained during your tenure with us.
16. It is presumed that you are medically fit to serve the company. Management reserves the right to put you through a medical checkup if it finds it necessary for any reason.
17. You are requested to submit a copy of the following documents which would be retained for our records.
 - Copy of educational certificates with respective mark sheets
 - Conduct/Experience Certificate
 - Proof of address (Passport, Driving License, Recent Telephone bill or Voter ID)
 - Form -16 along with earnings certificate for IT purpose (if applicable)
 - Blood Group with medical fitness certificate (if applicable)
18. If any declaration/document given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be terminated from service without any notice.
19. All disputes/differences arising out of or in connection with your employment with the company and/or this letter of appointment shall be subject to the jurisdiction of the appropriate courts at Chennai
20. Please sign and return the duplicate copy of this letter as a token of your acceptance.

We at embedUR systems have the privilege to have you with us and personally welcome and wish you a very successful career with us, and reaffirm our complete confidence in your ability to find professional and personal satisfaction here.

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

For embedUR systems (India) Private Limited



S. Sathish Kumar
Director of Human Resource

I have read and understood the terms and conditions of employment and accept the same.

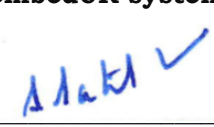
Signature : _____

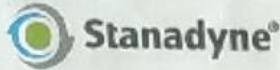
Date : _____

Date of Joining : _____

Employee ID : **embedUR/444**

Annexure 1

<u>Total Compensation Breakup</u>			
Name	Kalaiselvan Ramarajan	Date of Joining	November 04, 2020
Designation	Software Engineer	Location	Chennai
Monthly gross (INR)		30,080.00	
1. Fixed Salary & Benefits		Per month (INR)	Per annum (INR)
1.1	Basic	15,040.00	1,80,480.00
1.2	HRA	6,016.00	72,192.00
1.3	Conveyance Allowance	3,008.00	36,096.00
1.4	Medical	3,008.00	36,096.00
1.5	Special Allowance	3,008.00	36,096.00
	Sub. Total	30,080.00	3,60,960.00
1.6	PF employer contribution	1,800.00	21,600.00
1.7	Gratuity		8,690.00
1.8	Medical Insurance (Self)		8,750.00
	Total - Section 1.0		4,00,000.00
Total Compensation			4,00,000.00
Benefits & Incentives:			
1) Medical Insurance for Family: embedUR provides a comprehensive medical insurance benefit to the spouse, children & parents of the employee also. For more details please refer to the Insurance policy document.			
2) Gratuity: You shall be entitled to the Gratuity upon completion of five (5) years of service with the Company. This is based on the current monthly basic salary for indication purpose only.			
The above is the pre-tax amount subject to standard deductions such as employee PF contributions, Tax and other applicable deductions.			
For embedUR systems (India) Private Limited			
			
S. Sathish Kumar Director Human Resources			
Note: Compensation details are highly confidential and shouldn't be discussed with anyone except Reporting Manager, HR & Finance Officials.			



To
Thayakaran R G
Director - Placement, Training and Students Affairs,
Prathyusha Engineering College,
Aranvoyal Kuppam, Thiruvallur District - 602025.

05th December 2019

Dear Sir

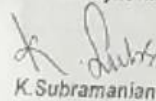
Sub: Placement for your Institute students

We thank you for opportunity given to us for selecting your Institute's students to work with M/s.Stanadyne India Pvt Ltd. We congratulate them and extend our warm welcome to Stanadyne family. Stanadyne india is 100% subsidiary of Stanadyne inc, United States and we are having our manufacturing facility at Chennai nearby Tatkuvallur. Stanadyne India, manufactures Fuel Pumps & Injectors. The company is based in Windsor, Connecticut, with global locations in China, India and Italy. The selected candidates (Name list attached) will be working with us as *Adi Apprentices* (Under the *Board of Apprenticeship Training Act*, rules applicable), at company's discretion with the following terms and condition of Stanadyne.

1. The selected candidates has to work in Chennai Stanadyne Plant or in some other plant location, which will be applicable as per company's requisites from time to time.
2. This offer letter is valid from 1st of July 2020 to 31st August 2020. Candidates are advised to come and join by this time. Non responded candidate's offer will stand cancelled after 31st August 2020.
3. The Stipend will be Rs.13,500/- per month with subsidized food and transport during their respective shifts.
4. The selected candidates has to submit five copy of Degree certificate (provisional) to company. From that time, the period will be one year as apprentices which may be extended as *GoT* (*Graduate Engineer Trainee*), subject to the candidate's performance, attendance and attitude towards training.
5. Based on their performance, they will be designated to next level of employment in our company which will be subject to company's business at that time. By serving this one year in company candidate's cannot claim any absorption in permanent role of this company. The rights are reserved with the Management.
6. Based on the business exigencies candidate's may be right sized at any point of time in their stipulated training period.
7. All other standards, general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to the candidate's and they are expected to abide by the same.
8. The Company also reserves the right to terminate the candidate's services without any notice or salary in lieu thereof on the grounds of misconduct and indisobedience.
9. The Institute must ensure that their students, selected by us must work a minimum period of one year. The institution should not hold any certificate of the selected candidate's.
10. This letter is dependent on the company's business exigencies, and manpower requirements based on which the offer status may change at company's discretion.
11. Whilst welcoming to the Stanadyne Family, we wish them good luck and a very bright career with us.

Best Regards

For Stanadyne India Pvt


K.Subramanian

GM - HR



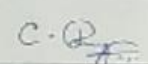
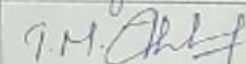
Stanadyne India Private Limited

(Formerly known as Stanadyne Amalgamators Private Limited)
No.96, Aranvoyal Village, Poonamallee - Thiruvallur High Road,
Thiruvallur 602 025, Tamil Nadu, India
Tel : (91) 44-37678300; Fax : (91) 44-37678308;
www.stanadyne.com E-mail : contact@stanadyne.com
CIN No. : U36307TN2001PTC047925

SELECTED CANDIDATES FROM PRATHYUSHA ENGINEERING COLLEGE

S.No	Candidate's Register No.	Candidate's Name	Father Name	Technical Qualification	Contact No.
1	111416114062	Surya Prakash S K	Kasi S M	BE.MECH	6361158093
2	111416114053	Ramesh G	Gunasekar M N	BE.MECH	8098788909
3	111416114054	Roop Kumar R	Mohan R	BE.MECH	9840412134
4	111416114006	Lakshman Raju B	Venkateswara Raju B	BE.MECH	8919758131
5	111416114026	Jagan N	Ramachandraiah N	BE.MECH	9751400606
6	111416114037	Lithish Kumar V	Vasu D	BE.MECH	9490777091

INTERVIEW SELECTION PANEL

S.No	Employee No.	Name	Department	Signature
1	S1351	Ramya C	Human Resources	
2	SAP061	Parish Thendral Vanan T M	Human Resources	

MECK-2019

THERMAX LIMITED # 2700, PEEPUL BOULEVARD, SRICITY, ANDHRA PRADESH - 517 646.
INDIA. □ IT PAN - AAAC391CD □ Website : www.thermaxglobal.com
□ Customer Care : 18002090115 (India Toll Free)

Date: 15th March 2019



To Whomsoever It May Concern

This is to certify that Dinesh Kumar student of the Pratyusha Engineering College, Tiruvallur was placed with us for training from 03/01/2019 to 15/03/2019. This training has been organized as part of his study curriculum.

During the period, he had done a project with the title of "Logistics for Chiller Manufacturing in the shop and Process improvement for Tube trimming Operation in plant" under the guidance of Mr. Satyawan B Sawant (Head - Manufacturing Engineering).

Dinesh Kumar has shown his keen interest while doing the project. We found his enthusiastic, diligent and creative. We wish him a bright future.

For Thermax Limited

Authorized Signatory

Rajasekhar Veluru
Sr. Executive - HR/IR



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date: 14.02.2020

Dear Venugopal.S - Mechanical

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof(Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578



SUTHERLAND

PROVISIONAL OFFER LETTER

Campus Name: Prathyusha Engineering College Date : 14.02.2020

Dear Vijayprasanth .AS-Mechanical

Congratulations!!!

Welcome to the Sutherland Family.....

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Associate". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Perungalathur facility (No.16, GST Road, Gateway Office Park A-1 Block, Ground Floor, Perungalathur, Chennai - 600 063). The offer letter can be collected from the same venue.

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Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.
The Gateway Office Part, IT/ITES SEZ, Block - A1, 6th Floor,
No. 16, GST Road, Perungalathur,
Chennai, Tamil Nadu, PIN 600063

Tel No. : +91.44.4200.7884
CIN:U72200TN2000PTC045578