



Ref: IIC/IR/INT/2023/07/008

To,

18 July 2023.

INT ID: DVMG0648

Name: Divya Munigelwar,

D/o: Munigelwar Dhanraj Goud,

Address: Sulthanpet, Madnoor, Kamareddy, Telangana 503309.

Sub: Appointment as "Trainee Marine GIS Engineer" (Internship).

Dear Divya Munigelwar,

Congratulations!

Please refer to your application and the subsequent discussion you had with us. We would like to confirm that your application for internship for the position "Trainee Marine GIS Engineer" (Internship) in MS BU has been accepted. Following are the terms & conditions to be followed while working with the company:

- You place of work will be at Hyderabad.
- Duration of the internship program will be for Six (6) months from the date of joining.
- You will be designated as "Trainee Marine GIS Engineer" and entitled for a stipend of Rs. 11,500/- (Eleven Thousand Five Hundred only) per month. You are not entitled to receive any other allowances / benefits which are applicable to the regular employee of the company
- Upon successful completion of the internship programme, you will be considered for full-time employment based on your performance.
- This letter is subjected to your being found fit in all respects for Trainee Marine GIS Engineer in our company as per applicable terms and conditions.
- You have to report to duty at our office on or before 18 July 2023.

Yours Faithfully,

For IIC Technologies Private Limited.,

S M Yaseen
General Manager



Acknowledgement and Acceptance. I accept the above offer:

Name: Munigelwar Divya

Date: 18-07-2023

Signature: M. Divya

Page 1 of 1



Ref: IIC/HR/INT/2023/07/001

To,

19 July 2023

INT ID: ACRU9652

Name: Archana Rajagari Jetty,

D/O: Rajagari Jetty Venkatesh,

Address: Kistapoor, Birkur, Kamareddy, Telangana 503321

Sub: Appointment as "Trainee Marine GIS Engineer" [Internship].

Dear Archana Rajagari Jetty,

Congratulations!

Please refer to your application and the subsequent discussion you had with us. We would like to confirm that your application for internship for the position "Trainee Marine GIS Engineer" [Internship] in MS BU has been accepted. Following are the terms & conditions to be followed while working with the company.

- Your place of work will be at Hyderabad.
- Duration of the internship program will be for Six (6) months from the date of joining.
- You will be designated as "Trainee Marine GIS Engineer" and entitled for a stipend of Rs 11,500/- (Eleven Thousand Five Hundred only) per month. You are not entitled to receive any other allowances / benefits which are applicable to the regular employee of the company.
- Upon successful completion of the internship programme, you will be considered for full-time employment based on your performance.
- This letter is subjected to your being found fit in all respects for Trainee Marine GIS Engineer in our company as per applicable terms and conditions.
- You have to report to duty at our office on or before 19 July 2023.

Yours Faithfully,

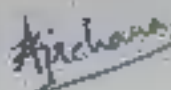
For IIC Technologies Private Limited..


S M Yaseen
General Manager - HR

Acknowledgement and Acceptance. I accept the above offer:

Name: Rajagari Jetty Archana

Date: 19 July 2023

Signature: 

Page 1 of 1

DOC: - SA/TA/Hyd/2022/4440

Date: -24/08/2022

Dear Korera Sainath

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

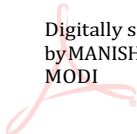
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023**Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/4267

Date: -24/08/2022

Dear M Divya

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

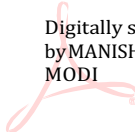
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023**Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/4590

Date: -24/08/2022

Dear K Karuna Karan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023**Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/5261

Date: -24/08/2022

Dear Rakagarijetty Archana

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

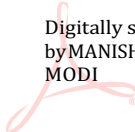
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023**Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/4434

Date: -24/08/2022

Dear B Srinidhi

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/4434

Date: -24/08/2022

Dear D Harshitha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

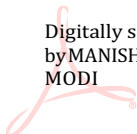
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023**Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment



MSN Life Sciences Private Limited

MSN House, Plot No.: C-24,
Sanath Nagar Industrial Estate, Sanath Nagar,
Hyderabad, Telangana, Pincode: 500 018, India.
CIN: U24239TG2005PTC047655
Phone: +91-40-30438600 Fax: +91-40-30438798

o

November 23, 2023

Mr.M Vamshi Krishna Reddy

S/O: Soma Shekar Reddy

H.No:1-58

Katrevpally(V)

Makthal, Naryanpet

Telangana

Mobile No: 6281927476

Dear Mr.M Vamshi Krishna Reddy,

Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as "Executive-Trainee", Grade "G01", in Engineering Services Department based at MSN Laboratories Private Limited - MSNLS-I-Mambapur Location.

2. Remuneration:

Detailed compensation structure as Total Cost to Company Rs.230000/- is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Updated/ latest E- Aadhaar Cards of self and dependent family members**
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account
- Medical Certificate with Reports

Page 1 of 2

Name: M Vamshi Krishna Reddy

4. Medical Fitness:

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center.

5. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **December 01, 2023**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. K Naveen Kumar Contact No. 7680909591

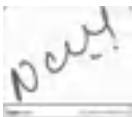
Email ID: katkuri.naveenkumar@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

For MSN Laboratories Private Limited



Naveen Kumar Teram
General Manager - HR

November 23, 2023

Annexure-I

Mr.M Vamshi Krishna Reddy

Designation: Executive-Trainee

Grade : G01

Department: Engineering Services

TOTAL COST TO COMPANY

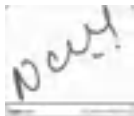
All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	11334	136012	Monthly
House Rent Allowance	4534	54405	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Pay Out)	700	8400	Monthly
A - Monthly Gross Total	16568	198817	
B. Statutory Benefits			
PF (Employer Contribution)	1360	16321	Monthly
ESI (Employer Contribution)	539	6462	Monthly
Bonus / Ex-gratia	700	8400	Annual
B - Statutory Benefits Total	2599	31183	
C. Fixed Total Cost to Company (A+B)	19167	230000	
D. Gratuity (As per the Gratuity Act, 1972)	545	6542	
Total Cost to Company (C+D)	19712	236542	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

For MSN Laboratories Private Limited



Naveen Kumar Teram

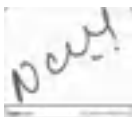
General Manager - HR

Name: M Vamshi Krishna Reddy

Annexure- II

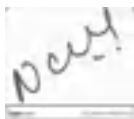
TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **December 01, 2023**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNLS-I-Mambapur** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **September 23, 2000**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.



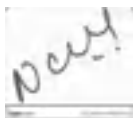
Name: M Vamshi Krishna Reddy

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is **58** years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.



Name: M Vamshi Krishna Reddy

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature:

Date

GL08-FM-PD-060

Date: 09-Dec-2023

Asili Sai Kumar

Address: Hyderabad

Dear Asili,

Subject: Offer of Employment with GlobalLogic Technologies Private Limited ("GlobalLogic")

Congratulations on your selection at GlobalLogic!

We are delighted to offer you the full-time position of **Associate Analyst, Content Engineering (CE02)** at **GlobalLogic Technologies Private Limited ("GlobalLogic")** (hereinafter "GlobalLogic" or "Company"). You will be based out of **Hyderabad - Engineering** and work from **Hyderabad - Engineering**, however, based on the position's requirements; you may be required to work anywhere in India or abroad. Your joining date would be on or before **11-Dec-2023**. Your detailed salary structure is attached as per Annexure 1.

You are requested to furnish true and correct information pertaining to your qualification, experience & other details on the day of joining as per details mentioned in Annexure 2.

A detailed Appointment letter will be issued to you upon joining the company which will state the terms & conditions of your employment with us. Some of the important terms of your employment are as follows:

1. You will abide by all the rules, regulation and policies of the company. The Company reserves the right to amend such policies, as needed from time to time.
2. You shall be required to work for 9.5 hours in any shift (including night shift and lunch break) as may be required by the Client from time to time. While working for Client on projects, working hours and notified holidays of the client may apply. GlobalLogic may expect its employees to devote extra time as and when required, towards work other than the normal working hours. Such requirements may arise on account of specific projects, deadlines, products, assignments, events, or the like. The extra time devoted by an employee shall be referred to as "Overtime".
3. At the time of tendering resignation, you shall be required to give 60 Days notice in writing. If the resignation has been tendered on the weekend OR on any holiday, the effective date of resignation will be deemed to be the next working day only. Your services in the company shall be terminable by giving 60 Days notice or Basic salary in lieu thereof as per discretion of the management. Your last working day will be subject to the fulfillment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

This offer letter is subject to further conditions that:

- a. Your employment is subject to your approval and signing of our Non Disclosure Agreement (NDA) at the time of joining.
 - b. Your appointment is contingent upon successful completion of a background check as per GlobalLogic and Client Background check verification process.
 - c. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful.
 - d. By accepting this offer, you are expressing your consent to share the BGV report with third parties including but not limited to Clients of GlobalLogic with whom you can be deputed to work from time to time.
 - e. This offer is **subject to you joining GlobalLogic on or before the given joining date.**
4. Your confidentiality obligations are as detailed below:
 - a. You must not use or disclose to any person any confidential or other potential business transactions, information relating to Company and its Clients business (including, without limitation, computer programs, manuals, source code, object code, technical drawings and algorithms, supplier or potential supplier names, customer or potential customer names and expertise of entities, business contacts, employees and consultants, know-how, formulae, methods of doing business, processes, ideas, inventions, (whether patentable or not), schematics and other technical, business, financial, customer and product development plans, forecasts, strategies, and information, any information relating to the Company or its Clients including the details of the Clients, vendors, and their terms of business, financial information (save to the extent that these are included in published audited accounts) which comes in your possession and which the Company regards, or could reasonably be expected to regard, as confidential, whether or not such information is reduced to a tangible form or marked in writing as "confidential", and any and all information which has been or maybe derived or obtained from any such information) and/ or any other potentially sensitive business information relating to our business or our clients which may come to your knowledge during the course of your employment. The aforementioned information shall collectively be referred to as "Confidential Information"
 - b. This obligation applies both during and after your employment with us. We consider confidentiality as an extremely important issue and will take appropriate disciplinary action in the case of unauthorized disclosure of confidential information.

Confidential/Ver 1.0



Mailing U-3, 6th Floor Block-1,
DLF Info City Hyderabad Ltd.,
IT/ITES SEZ, Gachibowli Village,
Serilingampally Mandal,
Rangareddy Dist, TS, India-500019



Registered Plot No. 590 A, Phase-I,
Road No. 31, Jubilee Hills, Hyderabad,
Telangana 500033 **Phone** | 91.40.3041.9999



Phone | 91.40.6141.9900



Web | www.globallogic.com
Mail | info@globallogic.com



CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic
India Limited)

GL08-FM-PD-060

c. This clause is not intended to prevent you disclosing information required by or allowed by law.

d. This clause is to be read in conjunction with the Non-Disclosure Agreement that you will sign at the time of joining the Company.

We take pleasure in welcoming you to our organization and look forward to a mutually beneficial association. Your point of contact on the day of joining will be HR SPOC at the respective location. You are requested to report to our office situated at (U-3, 6th Floor Block-1, DLF Info City Hyderabad Ltd., IT/ITES SEZ, Gachibowli Village, Serilingampally Mandal, Rangareddy Dist, TS, India-500019) at 9.30 am.

For GlobalLogic Technologies Private Limited ("GlobalLogic")



Vice President, People Development

OFFER ACCEPTANCE & DECLARATION

I have read and understood the above terms and conditions of the above mentioned offer letter and I hereby confirm the acceptance of the same. I also confirm that there has not been any commitment (be it verbal or written) made to me by the company which is not covered in the scope of this offer letter. I will be reporting for duty on **11-Dec-2023**.

Date:

Signature:

Asili Sai Kumar

Confidential/Ver 1.0



Mailing U-3, 6th Floor Block-1,
DLF Info City Hyderabad Ltd.,
IT/ITES SEZ, Gachibowli Village,
Serilingampally Mandal,
Rangareddy Dist, TS, India-500019



Registered Plot No. 590 A, Phase-I,
Road No. 31, Jubilee Hills, Hyderabad,
Telangana 500033 **Phone** | 91.40.3041.9999



Phone | 91.40.6141.9900



Web | www.globallogic.com
Mail | info@globallogic.com



CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic
India Limited)

GL08-FM-PD-060

Annexure – 1

Salary Structure	
Name: Asili Sai Kumar	Designation: Associate Analyst
Grade/ Band: CE02/ Band X	WEF: 11-Dec-2023
Location: Hyderabad - Engineering	
Section A - Gross Fixed Salary Break Up	
Monthly Components (In Rs.)	
Basic	6,000
House Rent Allowance	6,681
Broadband/Internet Reimbursement*	0
Mobile Reimbursement*	0
Meal Vouchers**	0
Statutory Bonus(As per Payment of Bonus (Amendment) Act, 2015)	1,200
Special Allowance	0
Total Monthly (A)	13,881
Total Monthly Annualised (B)	1,66,572
Annual Components (In Rs.)	
LTA*	0
Provident Fund (As per the PF Act 1952)	8,640
National Pension Scheme~	0
ESI Information	5,414
Total Annualised (C)	14,054
Total Fixed Annual Gross Salary (B + C)	1,80,626
Section B - Additional Benefits	
Retirals & Health Benefits (Annualized Amount)	
Gratuity	3,462
Mediclaime Insurance of Rs. 2 Lacs	2,723
Total of Section B	6,185
Total CTC (Section A + B)	1,86,811
Incentive Indication(per annum ***)	36,000
Max Annual Total Remuneration ***	2,22,811
<p>In addition to Mediclaime, employee will be covered under below additional benefits -</p> <ol style="list-style-type: none"> Group Term Life Insurance worth 5 Lakhs Group Personal Accidental Insurance worth 2 Lakhs 	
<p>* On declaration and subject to bills. ** Against Declaration & meal coupons issued upon completion of the month. # Against bills ~ NPS can be availed max up to 10% of basic. Amount less than 10% of basic will be rounded off to nearest 100 value *** Incentive amount is not a guaranteed amount. It may be higher, lower or nil based on your monthly/quarterly performance.he incentive amount may also be fixed for certain specific projects. The incentive programme is discretionary subject to change and based on individual and company performance It is pro-rated to the duration spent with GlobalLogic for the financial year and will be paid to you only if you are active on GlobalLogic's payroll on the day the incentive is paid.</p>	

For GlobalLogic Technologies Private Limited ("GlobalLogic")



Vice President, People Development

Confidential/Ver 1.0



Mailing U-3, 6th Floor Block-1,
DLF Info City Hyderabad Ltd.,
IT/ITES SEZ, Gachibowli Village,
Serilingampally Mandal,
Rangareddy Dist, TS, India-500019



Registered Plot No. 590 A, Phase-I,
Road No. 31, Jubilee Hills, Hyderabad,
Telangana 500033 Phone | 91.40.3041.9999



Phone | 91.40.6141.9900



Web | www.globallogic.com
Mail | info@globallogic.com



CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic
India Limited)

GL08-FM-PD-060

Confidential/Ver 1.0



Mailing U-3, 6th Floor Block-1,
DLF Info City Hyderabad Ltd.,
IT/ITES SEZ, Gachibowli Village,
Serilingampally Mandal,
Rangareddy Dist, TS, India-500019



Registered Plot No. 590 A, Phase-I,
Road No. 31, Jubilee Hills, Hyderabad,
Telangana 500033 **Phone** | 91.40.3041.9999



Phone | 91.40.6141.9900



Web | www.globallogic.com
Mail | info@globallogic.com



CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic
India Limited)

GL08-FM-PD-060

Annexure – 2

As part of the joining process, you are expected to get originals, for verification, of the following documents:

1. Personal Data:

- a. Passport
- b. 8 Photographs (Passport size)
- c. PAN No. Details. In case of non-availability of PAN, photocopy of application.
- d. Mark Sheets and Certificate of Class X & Class XII
- e. Graduation Certificate
- f. Post Graduation Certificate
- g. Mark sheets for all semesters during Graduation & Post Graduation
- h. Mark sheets and Certificates of Diploma(s)
- i. Mark sheets and Certificates of any training(s) attended
- j. Any other additional diplomas/certificates (Mark-sheets)
- k. UAN (Universal Account Number)
- l. AADHAR Card mandatory

2. Previous Employment Record:

- a. Relieving Letter and Work Experience Certificate from all previous employer(s) showing duration of employment, projects worked and technology used (where ever possible)
- b. Copy of the resignation letter
- c. Salary slip/ certificate from the last employer
- d. PF Account No., Regd Address of PF Trust / Commissioner for last 2 companies Income Tax
- e. Form 16/ TDS certificate from ex-employer

Confidential/Ver 1.0



Mailing U-3, 6th Floor Block-1,
DLF Info City Hyderabad Ltd.,
IT/ITES SEZ, Gachibowli Village,
Serilingampally Mandal,
Rangareddy Dist, TS, India-500019



Registered Plot No. 590 A, Phase-I,
Road No. 31, Jubilee Hills, Hyderabad,
Telangana 500033 **Phone** | 91.40.3041.9999



Phone | 91.40.6141.9900



Web | www.globallogic.com
Mail | info@globallogic.com



CIN U74899DL2000PTC109036
GlobalLogic India Private Limited
(Previously known as GlobalLogic
India Limited)



APPOINTMENT LETTER

To:

Dt: December 14, 2023

USA

Mr. Takemal Hrushikesh
S/O Takemal Naresh Rao,
1-3-124/204, Rosewood Enclave,
Gollapet X Roads, Sastry Nagar,
Nirmal, Telangana - 504106

Dear Hrushikesh

We are pleased to inform you that you were selected as a "Trainee" with our company pursuant to Examination/Interview conducted by us.


Please read and sign the annexed agreement to confirm acceptance of our offer.

Your CTC Salary (CTC – Cost to Company) will be Rs.18,000/- per month inclusive of statutory deductions if any. The detailed breakup of your salary is given in **Annexure – A**.

Notice period for resignation is 90 days. This notice period excludes the Employment Agreement period.

This offer is valid upto 30th December 2023 to you and look forward to a mutually rewarding and enriching association.

For **B2B SOFTWARE TECHNOLOGIES Ltd.**,


N BALA RAJU
Authorised Signatory

DECLARATION

I have carefully read and understood the terms and conditions of the appointment letter and the agreement. I confirm adherence to all terms and conditions set forth in the above documents and thereby accept your offer.

Signature: _____

Address: _____

Dt: _____

Telephone No: _____

Racha Sai Vandana
H-No: 3-6-952/22, Janardhan Baika
Narayanaaguda, Hanayathnagar
Hyderabad
Telangana Pin-500029

Date: 17 Nov, 2023

Dear Mrs. Racha Sai Vandana,

This has reference to the discussion you had with us. In this connection, we are pleased to offer you the position of Geo Spatial Technology Engineer on terms and conditions, which have been mutually discussed and agreed upon.

During the training period you will be paid Rs. 12000 per month, Your Annual Total Employment Cost to the Company will be Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand Only).

This offer will be subject to the Standard Terms and Conditions of Employment by Geomarks Technologies and also will be governed by the policies, rules and guidelines of the Company You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

You are requested to bring with you the following documents at the time of joining your duties:

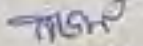
1. Four passport size photographs.
2. Copies of educational/professional qualifications and experience certificates.
3. Relieving letter from the present employer (if applicable).
4. Salary Proof. (if applicable).
5. Certificates in support of date of birth.

This offer will be valid for 2 weeks from the date of this letter. If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email or telephone within 1 week of receiving this letter and providing a signed copy of this document by post. If we do not hear back from you within this period this offer will be deemed to be canceled and we are not obliged to hold the position open for you.

If you accept this offer, you are required to join us on or before 8th Nov, 2023. We are happy to welcome you to the Geomarks Technologies Pvt Ltd family.

With best wishes.

For Geomarks Technologies Pvt Ltd


Gajanan L Hegde
Head of Operations



Geomarks Data Technologies Pvt. Ltd.

Mallepally Sowmya
H-No: 10-3-544, Beside SBI,
Vijaya Nagar Colony,
Hyderabad.
Telangana Pin: 500057

Date: 3rd Nov, 2023

Dear Mrs. Mallepally Sowmya,

This has reference to the discussion you had with us. In this connection, we are pleased to offer you the position of Geo Spatial Technology Engineer on terms and conditions, which have been mutually discussed and agreed upon.

During the training period you will be paid Rs. 12000 per month. Your Annual Total Employment Cost to the Company will be Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand Only).

This offer will be subject to the Standard Terms and Conditions of Employment by Geomarks Technologies and also will be governed by the policies, rules and guidelines of the Company. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

You are requested to bring with you the following documents at the time of joining your duties:

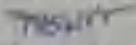
1. Four passport size photographs.
2. Copies of educational/professional qualifications and experience certificates.
3. Relieving letter from the present employer (if applicable).
4. Salary Proof. (if applicable).
5. Certificates in support of date of birth.

This offer will be valid for 2 weeks from the date of this letter. If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email or telephone within 1 week of receiving this letter and providing a signed copy of this document by post. If we do not hear back from you within this period this offer will be deemed to be canceled and we are not obliged to hold the position open for you.

If you accept this offer, you are required to join us on or before 8th Nov, 2023. We are happy to welcome you to the Geomarks Technologies Pvt Ltd family.

With best wishes,

For Geomarks Technologies Pvt Ltd


Gajanan L Hegde
Head of Operations





SIRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. Fayeque Ahmed Khan .

Sub: Letter of offer for the position of " Trainee engineer".

Dear Fayeque Ahmed Khan,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stands canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRI SAMPADA INFRACON PVT. LTD.

Managing Director



SRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. A. Vijay Kumar.

Sub: Letter of offer for the position of " Trainee engineer".

Dear A. Vijay Kumar,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SRI SAMPADA INFRACON PVT. LTD.

Managing Director



SRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. Shaik Rahamath.

Sub: Letter of offer for the position of " Trainee engineer".

Dear Shaik Rahamath,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SRI SAMPADA INFRACON PVT. LTD.

Managing Director



SIRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. K Shandilya.

Sub: Letter of offer for the position of " Trainee engineer".

Dear K Shandilya,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRI SAMPADA INFRACON PVT. LTD.

Managing Director



SRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Ms. B. Srinidhi.

Sub: Letter of offer for the position of " Trainee engineer".

Dear B. Srinidhi,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SRI SAMPADA INFRACON PVT. LTD.

Managing Director



SIRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. Mohammed Sohail.

Sub: Letter of offer for the position of “ Trainee engineer”.

Dear Mohammed Sohail,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRI SAMPADA INFRACON PVT. LTD.

Managing Director



SIRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. B. Murali Krishna.

Sub: Letter of offer for the position of “ Trainee engineer”.

Dear B. Murali Krishna,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRI SAMPADA INFRACON PVT. LTD.

Managing Director



SRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. K. Sainath.

Sub: Letter of offer for the position of " Trainee engineer".

Dear K. Sainath,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SRI SAMPADA INFRACON PVT. LTD.

Managing Director



SRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Ms. Racha Sai Vandana.

Sub: Letter of offer for the position of " Trainee engineer".

Dear Racha Sai Vandana,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SRI SAMPADA INFRACON PVT. LTD.

Managing Director



SIRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Ms. Shama Begum.

Sub: Letter of offer for the position of " Trainee engineer".

Dear Shama Begum,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRI SAMPADA INFRACON PVT. LTD.

Managing Director



SIRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Ms. G. Ishwarya.

Sub: Letter of offer for the position of “ Trainee engineer”.

Dear G. Ishwarya,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRI SAMPADA INFRACON PVT. LTD.

Managing Director



SRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Ms. E Nandini.

Sub: Letter of offer for the position of " Trainee engineer".

Dear E Nandini,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SRI SAMPADA INFRACON PVT. LTD.

Managing Director



SIRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. Danavath Ganesh.

Sub: Letter of offer for the position of " Trainee engineer".

Dear Danavath Ganesh,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRI SAMPADA INFRACON PVT. LTD.

Managing Director



SIRA SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. Kumbala Ravi Teja.

Sub: Letter of offer for the position of " Trainee engineer".

Dear Kumbala Ravi Teja,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRA SAMPADA INFRACON PVT. LTD.

Managing Director



SIRI SAMPADA INFRACON PVT. LTD.

Date: 27.02.2023

To

Mr. Mohd Ashraf Ali.

Sub: Letter of offer for the position of “ Trainee engineer”.

Dear Mohd Ashraf Ali,

With reference to your interview had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation: Trainee engineer

Department: **Civil**

Salary: **1,50,000 per annum**

Location: **Hyderabad**

This offer stand's canceled if your acceptance is not received within one week from the date of receipt of this letter.

For SIRI SAMPADA INFRACON PVT. LTD.

Managing Director



Mu Sigma

Date: June 06, 2023

Chennu Ambica
Candidate ID:C20231067
Stanley Group of Colleges

Dear Chennu ,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company') from an effective start date of **August 12, 2023** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Dec 2024	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Date: June 06, 2023

Manideep Thogiti
Candidate ID:C20231050
Stanley Group of Colleges

Dear Manideep ,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company') from an effective start date of **August 12, 2023** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Dec 2024	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Date: September 30, 2022

Kandikanti Rhea Goud
Candidate ID:C20231058
Stanley Group of Colleges

Dear Kandikanti,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company'). Your exact Date of Joining will be communicated on a later date.

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Governing law:

This Offer shall be governed, interpreted, and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Jan 2025	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Date: September 30, 2022

Santosh Naga Manideep
Candidate ID:C20231067
Stanley Group of Colleges

Dear Santosh ,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company') from an effective start date of **August 12, 2023** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Dec 2024	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Date: September 30, 2022

D Kiran Kumar
Candidate ID:C20231068
Stanley Group of Colleges

Dear Kiran Kumar,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company') from an effective start date of **August 12, 2023** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Dec 2024	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Date: September 30, 2022

Sirnam Karthik Kumar
Candidate ID:C20231047
Stanley Group of Colleges

Dear Sirnam,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company') from an effective start date of **August 12, 2023** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Dec 2024	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Date: September 30, 2022

Anudeep Aryepally
Candidate ID:C20231066
Stanley Group of Colleges

Dear Anudeep, ,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company') from an effective start date of **August 12, 2023** ('Effective Date').

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Governing law:

This Offer shall be governed, interpreted and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Dec 2024	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



PRIVATE AND CONFIDENTIAL

February 24, 2023

Soumya Chitra Anandas
3-5-1114/27,Rajmohalla,Kachiguda X Road
Hyderabad, Telangana, India. 500027

Dear Soumya Chitra,

OFFER OF EMPLOYMENT AND APPOINTMENT LETTER

We are pleased to offer you a position as a Associate Technical Support Engineer with salesforce.com India Pvt. Ltd. ("**Salesforce**" or "**Company**"). This letter sets out the terms and conditions of your appointment and outlines the current major features of the Company's compensation and benefits plans and practices. Together with the other documents presented to and signed by you, they constitute your employment contract ("Contract").

This offer of regular employment is contingent on your successful completion of your graduation/post graduation from your current studies. If the above condition is not fulfilled this offer is automatically rescinded.

COMMENCEMENT OF EMPLOYMENT

Your appointment will commence on August 7, 2023, and you will report to Ismail Shaik. This is a Full time position.

Your employment is contingent on the results of a background check which may include a personal history check and reference checks, and verification of education and work history. In addition, this offer of employment and your ongoing employment with the Company is conditional upon you obtaining and retaining all necessary and up to date licences, passports, registrations, clearances, health and safety requirements (including but not limited to complying with all testing and vaccination requirements) or memberships to enable you to fulfil the duties of the Position (including any client related requirements



associated with client site visits, work or travel)

This offer is also conditional on receipt of a U.S. Department of Commerce Bureau of Industry & Security export license in the event the Company is required to obtain such licence for your employment. If the results of your background check reveal information that is inconsistent with our standards, or with the information you provide, or if we are unable to obtain an export license, this offer may be cancelled and/or your employment with the Company may be subject to immediate termination.

The nature of your functions, duties and responsibilities has already been indicated to you. A non-exhaustive list highlighting the same shall be given to you, which is only indicative of the general requirements of your role. You may be required to perform duties other than those listed as your supervisory/reporting senior may request in writing if the need so arises.

COMPENSATION COMPONENTS

Base Salary: Your initial annual base salary will be INR ₹750,000.00 per annum. This amount will be prorated based on any part-time schedule.

All employees are paid monthly. You will receive your payments via wire transfer to the account you designated. You can break up your compensation into different components according to your requirements as permitted by current tax and labor law obligations and provided that your elections result in no additional cost to the company, including any taxes that the Company elects to cover. The Company does not guarantee that it will continue to cover any taxes, or that your take-home compensation will remain the same as the government may change tax and labor law obligations from time to time. You agree that the Company is entitled to deduct and/or adjust any other sums as may be recoverable from you from time to time.

Bonus Plan: You will be eligible to receive an annual discretionary bonus pursuant to the Company's Gratitude Bonus Plan based on your individual performance, Company performance, and the Company's funding formula. You must be employed on the payment date of the bonus to be eligible. Your initial bonus target for the Company's fiscal year (February 1 through January 31) shall be 10% of your base salary and will be paid according to the terms of the Gratitude Bonus Plan, which is subject to change at the Company's discretion, and prorated accordingly for any fiscal year in which you do not work in a bonus



eligible position a full twelve months.

Employee Benefits: You will be entitled to employee benefits under the Company's applicable policies and subject to applicable terms and conditions, which are country-based and may vary from region to region.

Please note that we provide, subject to the terms and conditions of those insurance policies, Medclaim/Health insurance cover for yourself and your family, and Term Life and Personal Accident insurance cover for yourself. The Company pays the premiums for those policies.

Full-time employees are entitled to 20 days of annual leave in addition to sick leave, parental leave, bereavement leave, public holidays, casual leave & other kinds of leave in accordance with the Company's applicable rules, as may be amended from time to time. Your leaves may be pro rated, if you work a partial year or partial hours.

Should the Company decide to introduce retirement benefits, the Company reserves the right to vary/restructure the base salary if necessary to include such benefits.

The Company reserves the right to discontinue or modify any compensation, incentive, benefit, perquisite plan, program or practice. There are always requirements that you must comply with to be eligible for the benefits provided, and you are expected to read, understand and comply with those requirements, as they may change from time to time.

TAXATION

Indian income taxes are withheld from the salary paid to you. You are responsible for filing your personal returns and complying with other requirements under the India tax laws.

HOURS OF WORK

You will be required to work up to 48 (forty eight) hours in a week, spread over a period of 5 (five) days, as notified to you by the Company from time to time. The Company may, subject to applicable laws, require you to work beyond these hours for performing your duties competently and to meet the Company's requirements.

PLACE OF WORK



Your normal place of work will be India - Hyderabad and your role requires that you generally perform your role from the office.

The Company reserves the right to change your way of working at any time in accordance with business needs. You must comply with any policies and procedures (including but not limited to any applicable team agreements, working from home checklists and associated assessments) that apply to your specific way of working. If you change your way of working, or the geographical area in which you work, it may impact your eligibility for discretionary benefits, including but not limited to additional benefits for employees designated as home-based.

The Company may at any point in time, in its sole discretion, after giving you reasonable notice, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad. The terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of such subsidiaries or affiliates as the case may be.

The Company may also depute you to any work or assign your services to any associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement.

You accept the transferable nature of the job offered and the absence of any right for you to claim continuance or choice of transfer. However, the management agrees that due regard and consideration will be given to personal factors prior to any such transfer/deputation.

PROBATION

Your first three months of employment will be your probationary period. Your manager may extend your probation for a maximum of three months at its sole discretion. During your probation you or the Company may terminate your employment on two week's notice.

Your probation is a time for you to get to know the Company and for the Company to evaluate your skills and performance to confirm that this is the right role for you.

TERMINATION

You or the Company may terminate the employment relationship on thirty days' notice or



pay in lieu. The Company has the right to terminate your employment summarily without notice or payment in lieu of notice, if it has reasonable grounds to believe that you have engaged in misconduct or negligence, have committed any breach of the terms of this Contract, or have generally acted or failed to act in a manner that has caused the management of the Company to lose faith in you. Summary termination, after you have been provided with a reasonable opportunity to be heard, is at the option of and in the sole discretion of the Company.

OBLIGATIONS TO THIRD PARTIES

In your work for the Company, you will be prohibited from using or disclosing any confidential, proprietary or trade secret information of any former employer or other person to whom you have an obligation of confidentiality. Rather, you will be required to use only information that is generally known and used by persons with training and experience comparable to your own, is common knowledge in the industry or otherwise legally in the public domain, or is otherwise provided or developed by the Company. You agree that you will not bring onto Company premises or use in your work for the Company any unpublished documents or property belonging to any former employer or third party that you are not authorized to use and disclose. You further represent that when working for the Company, you will not violate the terms of any restrictive contract you might have signed with a former employer or other person. By accepting employment with the Company, you are representing that you will be able to perform your job duties within these parameters.

In the event any previous employer of yours alleges that your joining the Company is a breach of a non-compete or other restrictive-covenant agreement between you and that employer, you understand that the Company will not indemnify you or pay for your representation against any such claims. You further understand that if a court or arbitrator determines or mandates that you may not work for the Company for a period of time as a result of a restrictive covenant that you signed with a previous employer, you will not be entitled to any pay or equity vesting from the Company during that period and the Company may terminate your employment. You understand that you are responsible for obtaining your own legal advice on the enforceability and extent of any restrictive covenants you have signed with any former employer.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

(a) By virtue of your employment, you may become aware of information relating to the business or affairs of the Company or a Related Company, including, but not limited to its client lists, trade secrets, client details, sales and marketing information, intellectual property and work, and financial information between the Company and/or a Related Company and/or its clients (**Confidential Information**).



(b) Without limiting your implied and any other express obligations to the Company with respect to Confidential Information and intellectual property, it is a condition of this offer and your continuing employment that you agree to and execute:

(i) the Company's Employee Inventions and Proprietary Rights Assignment Agreement, a copy of which is attached as Schedule 3 to this Agreement, and incorporated as part of this Agreement; and,

(ii) any other agreements dealing with Confidential Information and similar subject matter as may be required by the Company or Related Company throughout your employment.

OUTSIDE BUSINESS ACTIVITIES AND BOARD MEMBERSHIP

Because of the nature of the Company's business and the identities of our customers, partners and prospects, outside activities (including for example sitting on the board of another company) may present many areas of actual or potential conflict. If you wish to engage in any outside activities that take time away from your job at the Company, create a possible conflict with the Company or are related in any way to the Company's business, you must disclose these activities to the Company immediately and prior to your start date.

GENERAL PROVISIONS

As an employee in the full time employment of the Company, you will be obliged to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself or devote your time or attention to any employment, business or position of monetary interest, other than that of the Company.

You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time. It is your responsibility to inform yourself of all applicable terms and conditions, policies, rules, regulations, norms, etc. and any changes made by the Company from time to time. If you do not understand a requirement of your employment you should seek clarification from your manager or Employee Success.

The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company. You are expected to maintain such information appropriately.



This Offer Letter, together with the enclosed Employee Inventions and Proprietary Rights Assignment Agreement (**EIPRAA**), supersede any prior oral or written communication on this subject.

The provisions of this Offer Letter shall be governed by, and construed in accordance with the laws of India and the jurisdiction for any dispute is where your position was last located.

ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of our offer by electronically signing this Offer Letter, and EIPRAA within 7 days from the date of this letter. This offer is rescinded if not accepted and returned timely.

We hope you find this offer to be a satisfactory basis for joining the Company.

We look forward to receiving your acceptance and to working welcoming you to the Company and wish you a long-lasting and rewarding association with us.

Yours sincerely,

For and on behalf of Salesforce.com India Pvt. Ltd.



Brent Hyder
President, Chief People Officer



ANNEXURE A

Your total compensation will initially consist of the following components:

CATEGORY

FIXED SALARY

- FIXED SALARY 750,000 Annual / 62,500 INR Monthly

- Basic Salary
 300,000 INR Annual / 25,000 INR Monthly

- House Rent Allowance (HRA)
 150,000 INR Annual / 12,500 INR Monthly

- Other Allowance
 160,000 INR Annual / 13,333 INR Monthly

- Leave Travel Allowance (LTA)
 50,000 INR Annual / 4,167 INR Monthly

- Driver salary
 10,800 INR Annual / 900 INR Monthly

- Vehicle running and maintenance Reimbursement
 28,800 INR Annual / 2,400 INR Monthly

- Telephone Allowance/Reimbursement
 12,000 INR Annual / 1,000 INR Monthly

- Children's education allowance (2 children max)
 2,400 INR Annual / 200 INR Monthly

- Company Contribution to Provident Fund
 36,000 INR Annual / 3,000 INR Monthly

INCENTIVE TARGET

 75,000 INR Annual / 6,250 INR Monthly

COST TO COMPANY (CTC)

 825,000 INR Annual / 68,750 INR Monthly



This chart is subject to change based on local tax law.



ANNEXURE B
ACCEPTANCE OF EMPLOYEE

I, Soumya Chitra Anandas have read, understood and accept the above Offer of Employment and Appointment Letter and Compensation Package relating to my services and appointment with salesforce.com India Pvt. Ltd.

Signature

Place:

Date:



PRIVATE AND CONFIDENTIAL

February 24, 2023

Dhruv teja Manjrekar
14-2-515, Goshamahal, Chandanwadi
Hyderabad, Telangana, India. 500012

Dear Dhruv teja,

OFFER OF EMPLOYMENT AND APPOINTMENT LETTER

We are pleased to offer you a position as a Associate Technical Support Engineer with salesforce.com India Pvt. Ltd. ("**Salesforce**" or "**Company**"). This letter sets out the terms and conditions of your appointment and outlines the current major features of the Company's compensation and benefits plans and practices. Together with the other documents presented to and signed by you, they constitute your employment contract ("Contract").

This offer of regular employment is contingent on your successful completion of your graduation/post graduation from your current studies. If the above condition is not fulfilled this offer is automatically rescinded.

COMMENCEMENT OF EMPLOYMENT

Your appointment will commence on August 7, 2023, and you will report to Ismail Shaik. This is a Full time position.

Your employment is contingent on the results of a background check which may include a personal history check and reference checks, and verification of education and work history. In addition, this offer of employment and your ongoing employment with the Company is conditional upon you obtaining and retaining all necessary and up to date licences, passports, registrations, clearances, health and safety requirements (including but not limited to complying with all testing and vaccination requirements) or memberships to enable you to fulfil the duties of the Position (including any client related requirements



associated with client site visits, work or travel)

This offer is also conditional on receipt of a U.S. Department of Commerce Bureau of Industry & Security export license in the event the Company is required to obtain such licence for your employment. If the results of your background check reveal information that is inconsistent with our standards, or with the information you provide, or if we are unable to obtain an export license, this offer may be cancelled and/or your employment with the Company may be subject to immediate termination.

The nature of your functions, duties and responsibilities has already been indicated to you. A non-exhaustive list highlighting the same shall be given to you, which is only indicative of the general requirements of your role. You may be required to perform duties other than those listed as your supervisory/reporting senior may request in writing if the need so arises.

COMPENSATION COMPONENTS

Base Salary: Your initial annual base salary will be INR ₹750,000.00 per annum. This amount will be prorated based on any part-time schedule.

All employees are paid monthly. You will receive your payments via wire transfer to the account you designated. You can break up your compensation into different components according to your requirements as permitted by current tax and labor law obligations and provided that your elections result in no additional cost to the company, including any taxes that the Company elects to cover. The Company does not guarantee that it will continue to cover any taxes, or that your take-home compensation will remain the same as the government may change tax and labor law obligations from time to time. You agree that the Company is entitled to deduct and/or adjust any other sums as may be recoverable from you from time to time.

Bonus Plan: You will be eligible to receive an annual discretionary bonus pursuant to the Company's Gratitude Bonus Plan based on your individual performance, Company performance, and the Company's funding formula. You must be employed on the payment date of the bonus to be eligible. Your initial bonus target for the Company's fiscal year (February 1 through January 31) shall be 10% of your base salary and will be paid according to the terms of the Gratitude Bonus Plan, which is subject to change at the Company's discretion, and prorated accordingly for any fiscal year in which you do not work in a bonus



eligible position a full twelve months.

Employee Benefits: You will be entitled to employee benefits under the Company's applicable policies and subject to applicable terms and conditions, which are country-based and may vary from region to region.

Please note that we provide, subject to the terms and conditions of those insurance policies, Medclaim/Health insurance cover for yourself and your family, and Term Life and Personal Accident insurance cover for yourself. The Company pays the premiums for those policies.

Full-time employees are entitled to 20 days of annual leave in addition to sick leave, parental leave, bereavement leave, public holidays, casual leave & other kinds of leave in accordance with the Company's applicable rules, as may be amended from time to time. Your leaves may be pro rated, if you work a partial year or partial hours.

Should the Company decide to introduce retirement benefits, the Company reserves the right to vary/restructure the base salary if necessary to include such benefits.

The Company reserves the right to discontinue or modify any compensation, incentive, benefit, perquisite plan, program or practice. There are always requirements that you must comply with to be eligible for the benefits provided, and you are expected to read, understand and comply with those requirements, as they may change from time to time.

TAXATION

Indian income taxes are withheld from the salary paid to you. You are responsible for filing your personal returns and complying with other requirements under the India tax laws.

HOURS OF WORK

You will be required to work up to 48 (forty eight) hours in a week, spread over a period of 5 (five) days, as notified to you by the Company from time to time. The Company may, subject to applicable laws, require you to work beyond these hours for performing your duties competently and to meet the Company's requirements.

PLACE OF WORK



Your normal place of work will be India - Hyderabad and your role requires that you generally perform your role from the office.

The Company reserves the right to change your way of working at any time in accordance with business needs. You must comply with any policies and procedures (including but not limited to any applicable team agreements, working from home checklists and associated assessments) that apply to your specific way of working. If you change your way of working, or the geographical area in which you work, it may impact your eligibility for discretionary benefits, including but not limited to additional benefits for employees designated as home-based.

The Company may at any point in time, in its sole discretion, after giving you reasonable notice, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or abroad. The terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of such subsidiaries or affiliates as the case may be.

The Company may also depute you to any work or assign your services to any associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement.

You accept the transferable nature of the job offered and the absence of any right for you to claim continuance or choice of transfer. However, the management agrees that due regard and consideration will be given to personal factors prior to any such transfer/deputation.

PROBATION

Your first three months of employment will be your probationary period. Your manager may extend your probation for a maximum of three months at its sole discretion. During your probation you or the Company may terminate your employment on two week's notice.

Your probation is a time for you to get to know the Company and for the Company to evaluate your skills and performance to confirm that this is the right role for you.

TERMINATION

You or the Company may terminate the employment relationship on thirty days' notice or



pay in lieu. The Company has the right to terminate your employment summarily without notice or payment in lieu of notice, if it has reasonable grounds to believe that you have engaged in misconduct or negligence, have committed any breach of the terms of this Contract, or have generally acted or failed to act in a manner that has caused the management of the Company to lose faith in you. Summary termination, after you have been provided with a reasonable opportunity to be heard, is at the option of and in the sole discretion of the Company.

OBLIGATIONS TO THIRD PARTIES

In your work for the Company, you will be prohibited from using or disclosing any confidential, proprietary or trade secret information of any former employer or other person to whom you have an obligation of confidentiality. Rather, you will be required to use only information that is generally known and used by persons with training and experience comparable to your own, is common knowledge in the industry or otherwise legally in the public domain, or is otherwise provided or developed by the Company. You agree that you will not bring onto Company premises or use in your work for the Company any unpublished documents or property belonging to any former employer or third party that you are not authorized to use and disclose. You further represent that when working for the Company, you will not violate the terms of any restrictive contract you might have signed with a former employer or other person. By accepting employment with the Company, you are representing that you will be able to perform your job duties within these parameters.

In the event any previous employer of yours alleges that your joining the Company is a breach of a non-compete or other restrictive-covenant agreement between you and that employer, you understand that the Company will not indemnify you or pay for your representation against any such claims. You further understand that if a court or arbitrator determines or mandates that you may not work for the Company for a period of time as a result of a restrictive covenant that you signed with a previous employer, you will not be entitled to any pay or equity vesting from the Company during that period and the Company may terminate your employment. You understand that you are responsible for obtaining your own legal advice on the enforceability and extent of any restrictive covenants you have signed with any former employer.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

(a) By virtue of your employment, you may become aware of information relating to the business or affairs of the Company or a Related Company, including, but not limited to its client lists, trade secrets, client details, sales and marketing information, intellectual property and work, and financial information between the Company and/or a Related Company and/or its clients (**Confidential Information**).



(b) Without limiting your implied and any other express obligations to the Company with respect to Confidential Information and intellectual property, it is a condition of this offer and your continuing employment that you agree to and execute:

(i) the Company's Employee Inventions and Proprietary Rights Assignment Agreement, a copy of which is attached as Schedule 3 to this Agreement, and incorporated as part of this Agreement; and,

(ii) any other agreements dealing with Confidential Information and similar subject matter as may be required by the Company or Related Company throughout your employment.

OUTSIDE BUSINESS ACTIVITIES AND BOARD MEMBERSHIP

Because of the nature of the Company's business and the identities of our customers, partners and prospects, outside activities (including for example sitting on the board of another company) may present many areas of actual or potential conflict. If you wish to engage in any outside activities that take time away from your job at the Company, create a possible conflict with the Company or are related in any way to the Company's business, you must disclose these activities to the Company immediately and prior to your start date.

GENERAL PROVISIONS

As an employee in the full time employment of the Company, you will be obliged to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself or devote your time or attention to any employment, business or position of monetary interest, other than that of the Company.

You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time. It is your responsibility to inform yourself of all applicable terms and conditions, policies, rules, regulations, norms, etc. and any changes made by the Company from time to time. If you do not understand a requirement of your employment you should seek clarification from your manager or Employee Success.

The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company. You are expected to maintain such information appropriately.



This Offer Letter, together with the enclosed Employee Inventions and Proprietary Rights Assignment Agreement (**EIPRAA**), supersede any prior oral or written communication on this subject.

The provisions of this Offer Letter shall be governed by, and construed in accordance with the laws of India and the jurisdiction for any dispute is where your position was last located.

ACCEPTANCE OF OUR OFFER

Please confirm your acceptance of our offer by electronically signing this Offer Letter, and EIPRAA within 7 days from the date of this letter. This offer is rescinded if not accepted and returned timely.

We hope you find this offer to be a satisfactory basis for joining the Company.

We look forward to receiving your acceptance and to working welcoming you to the Company and wish you a long-lasting and rewarding association with us.

Yours sincerely,

For and on behalf of Salesforce.com India Pvt. Ltd.



Brent Hyder
President, Chief People Officer



ANNEXURE A

Your total compensation will initially consist of the following components:

CATEGORY

FIXED SALARY

- FIXED SALARY 750,000 Annual / 62,500 INR Monthly

- Basic Salary
300,000 INR Annual / 25,000 INR Monthly

- House Rent Allowance (HRA)
150,000 INR Annual / 12,500 INR Monthly

- Other Allowance
160,000 INR Annual / 13,333 INR Monthly

- Leave Travel Allowance (LTA)
50,000 INR Annual / 4,167 INR Monthly

- Driver salary
10,800 INR Annual / 900 INR Monthly

- Vehicle running and maintenance Reimbursement
28,800 INR Annual / 2,400 INR Monthly

- Telephone Allowance/Reimbursement
12,000 INR Annual / 1,000 INR Monthly

- Children's education allowance (2 children max)
2,400 INR Annual / 200 INR Monthly

- Company Contribution to Provident Fund
36,000 INR Annual / 3,000 INR Monthly

INCENTIVE TARGET

75,000 INR Annual / 6,250 INR Monthly

COST TO COMPANY (CTC)

825,000 INR Annual / 68,750 INR Monthly



This chart is subject to change based on local tax law.



ANNEXURE B
ACCEPTANCE OF EMPLOYEE

I, Dhruv teja Manjrekar have read, understood and accept the above Offer of Employment and Appointment Letter and Compensation Package relating to my services and appointment with salesforce.com India Pvt. Ltd.

Signature

Place:

Date:

OFFER LETTER

STRICTLY PRIVATE AND CONFIDENTIAL

December 21st, 2022

To,
Gale Praveen,
S/O G Raju, 2-2-1093/91, Hanuman Nagar, Tilak Nagar, Hyderabad, Hyderabad, Andhra Pradesh -500044

Sub: Offer Letter

Dear Gale Praveen,

We are pleased to make you an offer for the position of '**Systems Software Associate Programmer**' at TTEC Digital Analytics India LLP - Hyderabad ('TTEC') with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim Insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act,

address
TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 2D, Dhiya Commercial Proper F L SE2,
Survey 85/1, Serilingampally Mandal, Hyderabad,
Telangana, 500061, India

contact
ttec.com

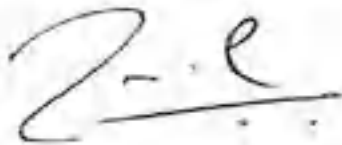
By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

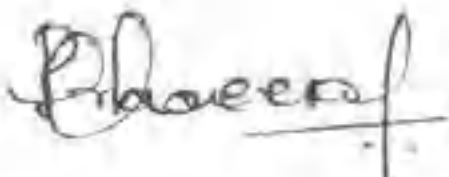
Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

Gale Praveen.



APPENDIX – A

Name	Gale Praveen	
Business Unit	IX-Genesys	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

*Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,
NP Jaya Lakshmi Neha,
D/O N BPrakash, 16-1-485/344, 501B, SS Sweet Homes, Opp Madannapet Vegetable Market, Saidabad, Hyderabad,
Telangana-500059

Sub: Offer Letter**Dear NP Jaya Lakshmi Neha,**

We are pleased to make you an offer for the position of '**Systems Software Associate Programmer**' at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

NP Jaya Lakshmi Neha.



address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	NP Jaya Lakshmi Neha	
Business Unit	DX-Microsoft	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,
Sunny Mawani,
Tower-| 3/6 4TH FLOOR, upparpally, Rajendra nagar, pillar 185, Happy Homes Society, Telangana - 500052

Sub: Offer Letter**Dear Sunny Mawani,**

We are pleased to make you an offer for the position of **'Systems Software Associate Programmer'** at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.



address
TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

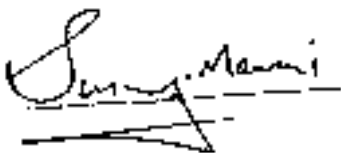
Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

Sunny Mawani.



address

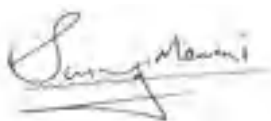
TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	Sunny Mawani	
Business Unit	Experience Innovation	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.**


address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,
Pulipati Bhavani,
3-49, Peddagudem, Mahabubnagar, Telangana - 509381

Sub: Offer Letter**Dear Pulipati Bhavani,**

We are pleased to make you an offer for the position of **'Systems Software Associate Programmer'** at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

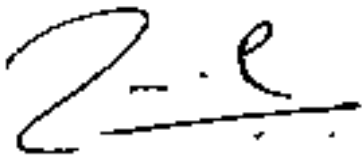
By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

Pulipati Bhavani.



address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	Pulipati Bhavani	
Business Unit	DX-Microsoft	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,

Anandas Soumya Chitra,

3-5-1114/27, Rajamohaila, Kachiguda, Hyderabad, Telangana

Sub: Offer Letter**Dear Anandas****Soumya Chitra**

We are pleased to make you an offer for the position of 'Systems Software Associate Programmer' at TTEC Digital Analytics India LLP - Hyderabad ('TTEC') with a start date of June 15th, 2023, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen) per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the Extra Mile Award ('EMA') program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No
1001, North Wing, Skyview 20, Divija Commercial Proper PLSEZ
, Survey 83/1, Serilingampally Mandal,
Hyderabad, Telangana, 500081, India

contact
ttec.com

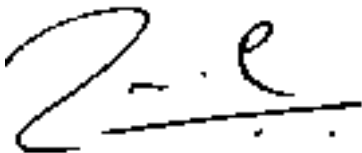
By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer. We look

forward to working with you.

Sincerely, Authorized
Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

Anandas Soumya Chitra,

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No
1001, North Wing, Skyview 20, Divija Commercial Proper PLSEZ
, Survey 83/1, Serilingampally Mandal,
Hyderabad, Telangana, 500081, India

contact
ttec.com

APPENDIX-A

Name	Anandas Soumya Chitra	
BusinessUnit	IX-Genesys	
Title	SystemsSoftwareAssociateProgrammer	
LevelCode	P1	
SalaryHead	Monthly	Annual
FixedSalary–brokendownasfollows		
Basic	₹18192	₹218304
HRA	₹9096	₹109152
Meal Allowance	₹1250	₹15000
ProfessionalAllowance	₹16942	₹203304
TotalFixedAnnualSalary	₹45480	₹545760
EmployerContributiontoProvidentFund	₹2183	₹26196
InternetAllowance	₹1200	₹14400
TotalGrossAnnualSalary	₹48863	₹586356
ExtraMileAward@ 2.5%	₹1137	₹13644
Insurance	₹1802	₹21624
Gratuity	₹875	₹10495
TotalCosttoCompany	₹52677/-	₹632118/-

***Note:EMA is a discretionary reward and will be paid based on your and Company's overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No
1001, North Wing, Skyview 20, Divija Commercial Proper PLSEZ
, Survey 83/1, Serilingampally Mandal,
Hyderabad, Telangana, 500081, India

contact
ttec.com

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,

Alia Shreyas,

Plot: 149, LIG 1st Floor, Huda Colony, Road No: 20A, Attapur, Hyderabad - 5000048

Sub: Offer Letter**Dear Alia Shreyas,**

We are pleased to make you an offer for the position of **'Systems Software Associate Programmer'** at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com


By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

Alia Shreyas.



address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	Alia Shreyas	
Business Unit	DX-Microsoft	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,
shravya Molugu,
12-15/4, Road No-5, Kodandaram Nagar, Sharada Theater Lane, Beside Durga Motors, Dilsukhnagar , Saroornagar, K.v.
Rangareddy, Telangana- 500060.

Sub: Offer Letter**Dear shravya Molugu,**

We are pleased to make you an offer for the position of '**Systems Software Associate Programmer**' at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

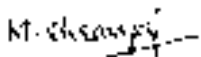
Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

shravya Molugu.



address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	shravya Molugu	
Business Unit	IX-Genesys	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,

Rhea Goud ,

2-723, Mamkote , Ramkote, Opposite Ganesh Temple, Nampally, Hyderabad Andhra Pradesh-500001

Sub: Offer Letter**Dear Rhea Goud ,**

We are pleased to make you an offer for the position of **'Systems Software Associate Programmer'** at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

Rhea Goud .

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	Rhea Goud	
Business Unit	IX-Genesys	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,

More Manasa,

9-5-100/A, Fathe Darwaza, Golconda Kummur Wadi, Hyderabad, Andhra Pradesh -500008

Sub: Offer Letter**Dear More Manasa,**

We are pleased to make you an offer for the position of **'Systems Software Associate Programmer'** at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

More Manasa.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	More Manasa	
Business Unit	IX-Genesys	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,

Yeeram Karthikeya,

7-2-349, Takara Basthi, Near Ghansmandi, Ashok Nagar, Hyderabad Telangana - 500003

Sub: Offer Letter**Dear Yeeram Karthikeya,**

We are pleased to make you an offer for the position of **'Systems Software Associate Programmer'** at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

Yeeram Karthikeya.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	Yeeram Karthikeya	
Business Unit	Experience Innovation	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company's overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com



*Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure
Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India*

Dear Molugu Shravya ,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as Associate Technical Engineer based in Hyderabad, effective September 11, 2023. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you



May 8, 2023

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
<https://www.kyndryl.com/kyndryl>

Dear Molugu Shravya

The terms and conditions of your employment contract at Kyndryl are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e September 11, 2023. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.
- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements.
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving Licence
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)



- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Hyderabad . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.



- You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
- You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
- You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
- You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.



- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance - A one-time amount of INR 50,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.



Kyndryl CONFIDENTIAL

ANNEXURE A

DATE	May 8, 2023		
NAME	Molugu Shravya	BAND	4
DESIGNATION	Associate Technical Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>Kyndryl Offer (in INR)</u>	
1. Annual Basic Salary		215372	
2. Annual Flexible Benefit Plan (FBP)		258446	
3. Annual Reference Salary (ARS)		473818	
4. Retirals			
a) Provident Fund (PF)		25845	
b) Gratuity @ 4.8%		10338	
5. Annual Reference Salary + Retirals		510000	

In this role you will be eligible to participate in for a Corporate performance based annual bonus program. More information can be found under Kyndryl's Corporate Annual Bonus Pay Policy. Please note Kyndryl reserves the right in its sole discretion, to change, suspend, or terminate the bonus program at any time including, but not limited to, changing how the bonus pool is allocated or altering the payment amount at the region or country level. The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's annual bonus & PA program.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory

Ritwik Jha (Talent Acquisition Leader - India)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP has several components as listed below, with 2 of them being fixed amounts (basis your Annual Reference Salary), and allows you to choose from the rest of the benefit basket that suits your needs. For certain elements, you may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules and is capped at 8.33% of Annual Basic Salary. Please note: This allowance is subject to changes, basis local Govt regulations and company decision.
(b) House Rent Allowance	<p>It is part of FBP, and is paid as a fixed Amount in monthly payslip @ 60% of monthly basic (Please also refer to points A and B below)</p> <p>Please note that the tax benefit on HRA will be applicable based on relevant provisions of the Income Tax Act and actual proofs submitted. The above value only highlights how it appears in your monthly payslip.</p> <p>A. If your Annual reference Salary (ARS) is between INR 315001 to INR 378000, then monthly HRA is paid as a fixed amount at 50% of monthly basic. If your Annual reference Salary (ARS) is less than or equal to INR 315000, then there is no HRA component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the HRA component in payslip will change accordingly, as per the points outlined above</p>
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) Conveyance	<p>Conveyance is part of FBP and is a fixed amount @25% of monthly basic salary, capped at INR 25000 per month (Please also refer to points A and B below)</p> <p>A. If your Annual reference Salary (ARS) is less than or equal to INR 378000, then there is no conveyance component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the conveyance component in payslip will change accordingly, as per the points outlined above</p>
(f) "Flat" Allowance	Remaining FBP funds and is a taxable amount.



Annual Reference Salary	Annual Basic Salary + Annual FBP
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.

** The above components may undergo change at the discretion of the Company and in line with applicable law. For detailed information please refer to Company policies*



Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a coverage of up to INR 4 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining.

You have the option of enhancing this cover up to a maximum of INR 14 Lakh per year (incremental premium to be borne by employee). You also have the opportunity of purchasing insurance coverage for your parents & parents -in-law. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only newborn babies (within 30 days of the childbirth) and newly married spouse or partner (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis, unless otherwise stated in the policy.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciclaim Insurance Policy. Employees may enhance this coverage up to INR 25,000/- incrementally by selecting voluntary top-up policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.



ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women Kyndryl employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and Kyndryl Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer Kyndryl Maternity leave policy and Kyndryl Flexible work option policy in effect from time to time for more



details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, "Kyndryl"), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

'Confidential information or material' of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees' written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver's license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in



any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), "employee of Kyndryl" shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.

I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, "artist's rights" or "moral rights" in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivative works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that



cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.



Description of Excluded Development	Date Created	Named Party/Termination Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl. I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl.

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.



9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys’ fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee’s Full Name (please print)

Employee’s Signature

Employee Serial



*Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure
Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India*

Dear Kandikanti Rhea Goud,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as Associate Technical Engineer based in Hyderabad, effective July 24, 2023. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you



April 15, 2023

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
<https://www.kyndryl.com/kyndryl>

Dear Kandikanti Rhea Goud

The terms and conditions of your employment contract at Kyndryl are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e July 24, 2023. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.
- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements.
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed onboarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving Licence
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)



- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Hyderabad . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
 - You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
 - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.



- You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
- You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.
- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.



- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance - A one-time amount of INR 50,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.



Kyndryl CONFIDENTIAL

ANNEXURE A

DATE	April 15, 2023		
NAME	Kandikanti Rhea Goud	BAND	4
DESIGNATION	Associate Technical Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>Kyndryl Offer (in INR)</u>	
1. Annual Basic Salary		215372	
2. Annual Flexible Benefit Plan (FBP)		258446	
3. Annual Reference Salary (ARS)		473818	
4. Retirals			
a) Provident Fund (PF)		25845	
b) Gratuity @ 4.8%		10338	
5. Annual Reference Salary + Retirals		510000	

In this role you will be eligible to participate in for a Corporate performance based annual bonus program. More information can be found under Kyndryl's Corporate Annual Bonus Pay Policy. Please note Kyndryl reserves the right in its sole discretion, to change, suspend, or terminate the bonus program at any time including, but not limited to, changing how the bonus pool is allocated or altering the payment amount at the region or country level. The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's annual bonus & PA program.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory

Ritwik Jha (Talent Acquisition Leader - India)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP has several components as listed below, with 2 of them being fixed amounts (basis your Annual Reference Salary), and allows you to choose from the rest of the benefit basket that suits your needs. For certain elements, you may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules and is capped at 8.33% of Annual Basic Salary. Please note: This allowance is subject to changes, basis local Govt regulations and company decision.
(b) House Rent Allowance	<p>It is part of FBP, and is paid as a fixed Amount in monthly payslip @ 60% of monthly basic (Please also refer to points A and B below)</p> <p>Please note that the tax benefit on HRA will be applicable based on relevant provisions of the Income Tax Act and actual proofs submitted. The above value only highlights how it appears in your monthly payslip.</p> <p>A. If your Annual reference Salary (ARS) is between INR 315001 to INR 378000, then monthly HRA is paid as a fixed amount at 50% of monthly basic. If your Annual reference Salary (ARS) is less than or equal to INR 315000, then there is no HRA component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the HRA component in payslip will change accordingly, as per the points outlined above</p>
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) Conveyance	<p>Conveyance is part of FBP and is a fixed amount @25% of monthly basic salary, capped at INR 25000 per month (Please also refer to points A and B below)</p> <p>A. If your Annual reference Salary (ARS) is less than or equal to INR 378000, then there is no conveyance component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the conveyance component in payslip will change accordingly, as per the points outlined above</p>
(f) "Flat" Allowance	Remaining FBP funds and is a taxable amount.



Annual Reference Salary	Annual Basic Salary + Annual FBP
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.

** The above components may undergo change at the discretion of the Company and in line with applicable law. For detailed information please refer to Company policies*



Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a coverage of up to INR 4 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining.

You have the option of enhancing this cover up to a maximum of INR 14 Lakh per year (incremental premium to be borne by employee). You also have the opportunity of purchasing insurance coverage for your parents & parents -in-law. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only newborn babies (within 30 days of the childbirth) and newly married spouse or partner (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis, unless otherwise stated in the policy.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciclaim Insurance Policy. Employees may enhance this coverage up to INR 25,000/- incrementally by selecting voluntary top-up policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.



ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women Kyndryl employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and Kyndryl Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer Kyndryl Maternity leave policy and Kyndryl Flexible work option policy in effect from time to time for more



details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, "Kyndryl"), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

'Confidential information or material' of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees' written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver's license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in



any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), "employee of Kyndryl" shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.

I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, "artist's rights" or "moral rights" in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivative works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that



cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.



Description of Excluded Development	Date Created	Named Party/Termination Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl. I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl.

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.



9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys’ fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee’s Full Name (please print)

Employee’s Signature

Employee Serial



*Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure
Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India*

Dear Sevela Architha,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as Associate Technical Engineer based in Hyderabad, effective September 11, 2023. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you



May 8, 2023

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
<https://www.kyndryl.com/kyndryl>

Dear Sevella Architha

The terms and conditions of your employment contract at Kyndryl are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e September 11, 2023. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.
- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements.
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving Licence
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)



- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Hyderabad . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.



- You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
- You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
- You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
- You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.



- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance - A one-time amount of INR 50,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.



Kyndryl CONFIDENTIAL

ANNEXURE A

DATE	May 8, 2023		
NAME	Sevella Architha	BAND	4
DESIGNATION	Associate Technical Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>Kyndryl Offer (in INR)</u>	
1. Annual Basic Salary		215372	
2. Annual Flexible Benefit Plan (FBP)		258446	
3. Annual Reference Salary (ARS)		473818	
4. Retirals			
a) Provident Fund (PF)		25845	
b) Gratuity @ 4.8%		10338	
5. Annual Reference Salary + Retirals		510000	

In this role you will be eligible to participate in for a Corporate performance based annual bonus program. More information can be found under Kyndryl's Corporate Annual Bonus Pay Policy. Please note Kyndryl reserves the right in its sole discretion, to change, suspend, or terminate the bonus program at any time including, but not limited to, changing how the bonus pool is allocated or altering the payment amount at the region or country level. The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's annual bonus & PA program.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory

Ritwik Jha (Talent Acquisition Leader - India)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP has several components as listed below, with 2 of them being fixed amounts (basis your Annual Reference Salary), and allows you to choose from the rest of the benefit basket that suits your needs. For certain elements, you may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules and is capped at 8.33% of Annual Basic Salary. Please note: This allowance is subject to changes, basis local Govt regulations and company decision.
(b) House Rent Allowance	<p>It is part of FBP, and is paid as a fixed Amount in monthly payslip @ 60% of monthly basic (Please also refer to points A and B below)</p> <p>Please note that the tax benefit on HRA will be applicable based on relevant provisions of the Income Tax Act and actual proofs submitted. The above value only highlights how it appears in your monthly payslip.</p> <p>A. If your Annual reference Salary (ARS) is between INR 315001 to INR 378000, then monthly HRA is paid as a fixed amount at 50% of monthly basic. If your Annual reference Salary (ARS) is less than or equal to INR 315000, then there is no HRA component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the HRA component in payslip will change accordingly, as per the points outlined above</p>
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) Conveyance	<p>Conveyance is part of FBP and is a fixed amount @25% of monthly basic salary, capped at INR 25000 per month (Please also refer to points A and B below)</p> <p>A. If your Annual reference Salary (ARS) is less than or equal to INR 378000, then there is no conveyance component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the conveyance component in payslip will change accordingly, as per the points outlined above</p>
(f) "Flat" Allowance	Remaining FBP funds and is a taxable amount.



Annual Reference Salary	Annual Basic Salary + Annual FBP
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.

** The above components may undergo change at the discretion of the Company and in line with applicable law. For detailed information please refer to Company policies*



Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a coverage of up to INR 4 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining.

You have the option of enhancing this cover up to a maximum of INR 14 Lakh per year (incremental premium to be borne by employee). You also have the opportunity of purchasing insurance coverage for your parents & parents -in-law. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only newborn babies (within 30 days of the childbirth) and newly married spouse or partner (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis, unless otherwise stated in the policy.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediclaim Insurance Policy. Employees may enhance this coverage up to INR 25,000/- incrementally by selecting voluntary top-up policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.



ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women Kyndryl employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and Kyndryl Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer Kyndryl Maternity leave policy and Kyndryl Flexible work option policy in effect from time to time for more



details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, "Kyndryl"), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

'Confidential information or material' of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees' written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver's license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in



any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), "employee of Kyndryl" shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.

I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, "artist's rights" or "moral rights" in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivative works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that



cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.



Description of Excluded Development	Date Created	Named Party/Termination Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl. I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl.

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.



9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name (please print)

Employee's Signature

Employee Serial



*Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure
Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India*

Dear Sphurthi Gullipalli,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as Associate Technical Engineer based in Hyderabad, effective August 7, 2023. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you



May 8, 2023

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
<https://www.kyndryl.com/kyndryl>

Dear Sphurthi Gullipalli

The terms and conditions of your employment contract at Kyndryl are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e August 7, 2023. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.
- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements.
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed onboarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving Licence
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)



- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Hyderabad . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.



- You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
- You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
- You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
- You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.



- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl , and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance - A one-time amount of INR 50,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.



Kyndryl CONFIDENTIAL

ANNEXURE A

DATE	May 8, 2023		
NAME	Sphurthi Gullipalli	BAND	4
DESIGNATION	Associate Technical Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>Kyndryl Offer (in INR)</u>	
1. Annual Basic Salary		215372	
2. Annual Flexible Benefit Plan (FBP)		258446	
3. Annual Reference Salary (ARS)		473818	
4. Retirals			
a) Provident Fund (PF)		25845	
b) Gratuity @ 4.8%		10338	
5. Annual Reference Salary + Retirals		510000	

In this role you will be eligible to participate in for a Corporate performance based annual bonus program. More information can be found under Kyndryl's Corporate Annual Bonus Pay Policy. Please note Kyndryl reserves the right in its sole discretion, to change, suspend, or terminate the bonus program at any time including, but not limited to, changing how the bonus pool is allocated or altering the payment amount at the region or country level. The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's annual bonus & PA program.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory

Ritwik Jha (Talent Acquisition Leader - India)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP has several components as listed below, with 2 of them being fixed amounts (basis your Annual Reference Salary), and allows you to choose from the rest of the benefit basket that suits your needs. For certain elements, you may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules and is capped at 8.33% of Annual Basic Salary. Please note: This allowance is subject to changes, basis local Govt regulations and company decision.
(b) House Rent Allowance	<p>It is part of FBP, and is paid as a fixed Amount in monthly payslip @ 60% of monthly basic (Please also refer to points A and B below)</p> <p>Please note that the tax benefit on HRA will be applicable based on relevant provisions of the Income Tax Act and actual proofs submitted. The above value only highlights how it appears in your monthly payslip.</p> <p>A. If your Annual reference Salary (ARS) is between INR 315001 to INR 378000, then monthly HRA is paid as a fixed amount at 50% of monthly basic. If your Annual reference Salary (ARS) is less than or equal to INR 315000, then there is no HRA component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the HRA component in payslip will change accordingly, as per the points outlined above</p>
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) Conveyance	<p>Conveyance is part of FBP and is a fixed amount @25% of monthly basic salary, capped at INR 25000 per month (Please also refer to points A and B below)</p> <p>A. If your Annual reference Salary (ARS) is less than or equal to INR 378000, then there is no conveyance component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the conveyance component in payslip will change accordingly, as per the points outlined above</p>
(f) "Flat" Allowance	Remaining FBP funds and is a taxable amount.



Annual Reference Salary	Annual Basic Salary + Annual FBP
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.

** The above components may undergo change at the discretion of the Company and in line with applicable law. For detailed information please refer to Company policies*



Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a coverage of up to INR 4 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining.

You have the option of enhancing this cover up to a maximum of INR 14 Lakh per year (incremental premium to be borne by employee). You also have the opportunity of purchasing insurance coverage for your parents & parents -in-law. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only newborn babies (within 30 days of the childbirth) and newly married spouse or partner (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis, unless otherwise stated in the policy.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciclaim Insurance Policy. Employees may enhance this coverage up to INR 25,000/- incrementally by selecting voluntary top-up policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.



ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women Kyndryl employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and Kyndryl Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer Kyndryl Maternity leave policy and Kyndryl Flexible work option policy in effect from time to time for more



details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ____ / ____ / _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, "Kyndryl"), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

'Confidential information or material' of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees' written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver's license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in



any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), "employee of Kyndryl" shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.

I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, "artist's rights" or "moral rights" in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivative works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that



cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.



Description of Excluded Development	Date Created	Named Party/Termination Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl. I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl.

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.



9. The term "subsidiaries," as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys' fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee's Full Name (please print)

Employee's Signature

Employee Serial

2174146 / ELTP-CAMPUS / 2023

15-Dec-2022

Subject: Letter of Intent

Dear Nikhil Podishetty,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- đ You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- đ You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- đ You will be under **probation for a period of 3 (Three) months** from the date of joining.
- đ You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- đ In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- đ At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- đ You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **30-Jun-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Annexure - A**Learning and Certification**

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4.5
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS	27.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	13.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2022	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022	9.5
Communication	The Art of Communications ? Become a Master Communicator	4
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.5
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure - B

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.(A)	312206
Additional Benefits. ...(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)----- (A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

2174140 / ELTP-CAMPUS / 2023

15-Dec-2022

Subject: Letter of Intent

Dear Manideep,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **30-Jun-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Annexure - A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4.5
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS	27.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	13.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2022	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022	9.5
Communication	The Art of Communications ? Become a Master Communicator	4
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.5
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure - B

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	312206
Additional Benefits....(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) -----(A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

2174142 / ELTP-CAMPUS / 2023

15-Dec-2022

Subject: Letter of Intent

Dear Kandikanti Rhea,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **30-Jun-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Annexure - A

Learning and Certification

Selects to learn the below Udemy courses in self-learning mode and earn the course completion certificate for each course

Detailed learning instructions will be communicated separately.

Category	Udemy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4.5
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS	27.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	13.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2022	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022	9.5
Communication	The Art of Communications ? Become a Master Communicator	4
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.5
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure - B

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	312206
Additional Benefits....(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) -----(A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

2174144 / ELTP-CAMPUS / 2023

15-Dec-2022

Subject: Letter of Intent

Dear L Sai Prakhyaath

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- đ You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- đ You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- đ You will be under **probation for a period of 3 (Three) months** from the date of joining.
- đ You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- đ In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- đ At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- đ You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **30-Jun-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Annexure - A**Learning and Certification**

Selects to learn the below UdeMy courses in self-learning mode and earn the course completion certificate for each course

Detailed learning instructions will be communicated separately.

Category	UdeMy Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4.5
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS	27.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	13.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2022	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022	9.5
Communication	The Art of Communications ? Become a Master Communicator	4
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.5
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure - B

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.(A)	312206
Additional Benefits. ...(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum)----- (A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	



14th December 2022

Annandas Soumya Chitra,
3-5-1114/27,Rajamohaila,Kachiguda X Road.
Hyderabad, Telangana

Dear Annandas,

Further to our previous discussions, we are pleased to offer you an appointment with NGA HR India Private Limited ("Company") as per the terms and conditions mentioned below.

1. Appointment

During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

Subject to your accepting this letter and your reporting to duty on or before **1st August 2023**, your appointment will be effective from the date of joining.

You will be required to report to our office at IN-TG-Hyderabad-DLF Cyber City. You will be reporting to such person as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed the necessary and required information, your employment shall be automatically revoked, and your services will be terminated with immediate effect.

2. Probation & Confirmation

You shall be on a probationary period of 180 days from the date of joining. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. The Company, at its sole discretion can confirm your employment before the expiry of the probationary period and any such confirmation shall be duly communicated to you in writing. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

Your working hours will be as advised to you by your superiors from time to time and you maybe expected to work beyond the standard working hours to achieve the results whenever your job



so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

You will be entitled to avail leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from workplace as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

During the probation period, either party may terminate this employment by giving 30 days prior notice in writing. Post confirmation, either party may terminate this employment by giving 2 months' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of stipulated notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct during this period.

The Company may terminate your employment immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.

Subject to earlier termination of your employment, you shall retire on your 60th birth date or the day immediately preceding such date if your birth date does not fall on a working day.



Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions as stipulated in clauses 7 and 11.

The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 shall survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

In the course of your employment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or its affiliates or subsidiaries (together "Confidential Information"). You are obligated to keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or any time after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any



information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and will be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

Your gross annual compensation will be the aggregate of (A) Fixed Compensation, (B) Performance Bonus and (C) Other Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

It is however clarified that the Performance Bonus and Other Benefits as set forth in Part B and C of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy 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 employment with Company, 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.

10. Learning & Development

During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penal and remedial clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate your employment, by giving you 5 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.



11. Non-Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

For a period of one year thereafter (except with the written approval of the Company) you will not solicit business from any organization which is a client of the Company or a Prospect with whom negotiations are underway, in competition with the Company nor pass information to a third party that may result in the same effect, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group companies.

You shall not, for a period of one year except with the consent of the Company on severance, take up any employment or contract directly with a customer of the Company.

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

You agree that you shall perform your duties, as may be assigned to you from time to time, with utmost diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your employment with the Company is on a full-time basis, you shall not take up any other assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder provisions of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the terms and conditions of employment under this Agreement, such dispute or claim shall be referred to the Arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Content



Compensation and Benefits Worksheet

Candidate Name : Chennu Ambica

Location : IN-TG-Hyderabad-DLF Cyber City

Designation: Graduate Engineer Trainee

Alight Level : Entry Level

A. Fixed Compensation

Basic Salary Per Annum*: Rs. 200,000.00

Basic Salary Per Month* : Rs. 16,666.67

House Rent Allowance per Annum: Rs. 100,000.00

House Rent Allowance per Month: Rs. 8,333.33

Company's contribution to PF** Per Annum: Rs. 24,000.00

Company's contribution to PF** Per Month : Rs. 2,000.00

Flexible Salary Per Annum: Rs. 159,200.00

Flexible Salary Per Month: Rs. 13,266.67

Statutory Bonus per Annum: Rs. 16,800.00

Statutory Bonus per Month: Rs. 1,400.00

Annual Base Pay Per Annum :Rs. 500,000.00

Annual Base Pay Per Month :Rs. 41,666.67

B. Benefits

Current benefits available to you are as follows. Please refer to the latest company policies****
(made available at the time of joining)

Benefit Value*****

Medical Hospitalization Insurance as per Company policy: Rs. 250,000.00

Term Life Insurance: Rs. 2,500,000.00

Personal Accident insurance: Rs. 1,500,000.00

Gratuity: As per the Act

Annual Earned leaves Entitlement: 21 days.

Annual Sick leaves Entitlement: 12 days.

Annual Casual leaves Entitlement : 6 days

Holidays: 10 days per year

***** Allowances:

Cellphone and reimbursement of official calls: As per the Company Policy

Reimbursement of Internet use for business proposes: As per the Company Policy

*Basic is a fully taxable component and is used as the base to compute other salary components such as Housing Rent Allowance, PF & Gratuity.

** The Company's contribution to Provident Fund @ 12% of 200,000.00

**** Subject to change

***** Cash in lieu (in case the benefit is not availed) is not payable.

***** Payment subject to bill submission and applicable taxes.

Colleagues with Hyderabad as base locations will be entitled for 6 days and Kochi as base location, for 3 days as casual leaves.

Maternity Benefits (including Adoption and Commissioning):



All women employees are entitled to maternity benefits as per Maternity Benefits Act 1961, and as may be amended, if they have worked for a period of not less than 80 (eighty) days with the company in the 12 (twelve) months immediately preceding the date of the expected delivery. The Company grants paid maternity leave of 26 weeks (for the first 2 children) which the employee can avail depending upon pre/ post -delivery requirement. Salary during the maternity leave period shall be paid out as per regular payroll cycle followed by the organization.

Leave Type Description

Maternity Leave

Colleagues are entitled to 26 weeks (182 calendar days) of paid ML. This leave is payable for the period of their actual absence and may commence from:

- 8 weeks immediately preceding the expected date of delivery; or
- From the date of her delivery, if the colleague does not avail 8 weeks of leave preceding the expected date of her delivery, she can avail that leave following the date of actual delivery, provided the total leave period does not exceed 26 weeks.

In case a female colleague has two or more surviving children, the leave benefit will be 12 weeks starting from a date not earlier than from 6 weeks before the expected date of delivery or from the actual date of her delivery.

Additional Maternity Leave

Colleagues are entitled to an additional 30 calendar days of paid leave if they suffer from

- an illness arising as a result of
 - the pregnancy
 - delivery of the child
 - premature birth of child
- Miscarriage or medical termination of pregnancy
- Tubectomy operation

The colleague may avail this additional paid leave either prior to or after the date of her delivery, by providing a written request and supporting medical documents to the reporting manager, at least 30 days prior to the expiry of the ML of 26 weeks as stated above.

The colleagues may split these leaves in two blocks of 15 days or in one go but not exceeding the maximum of 30 days and may avail it at any point during the pregnancy or in continuation of the maternity leave

Leaves for adoptive mothers

Female colleagues when adopting a child upto three months of age for upto 2 surviving children are entitled to 12 weeks of paid leave commencing from the date the child is handed over to the adoptive mother.

Leave for Commissioning Mothers

A commissioning mother is entitled to 12 weeks of paid leaves from the date the child is handed over to the adoptive parents or the commissioning mother, for upto and including two children.

Sincere regards,

NGA HR India Private Limited

Annandas Soumya Chitra

Jagdish Rekapally

Manager - Human Resources

.....
[Signature of the Employee]



14th December 2022

Mawani Sunny,
Happy Homes Society Tower -1, Flat No 316,4th Floor Opposite
Mantra Mal, Upperpally, Rajendranagar
Hyderabad, Telangana

Dear Mawani,

Further to our previous discussions, we are pleased to offer you an appointment with NGA HR India Private Limited ("Company") as per the terms and conditions mentioned below.

1. Appointment

During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

Subject to your accepting this letter and your reporting to duty on or before **1st August 2023**, your appointment will be effective from the date of joining.

You will be required to report to our office at IN-TG-Hyderabad-DLF Cyber City. You will be reporting to such person as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed the necessary and required information, your employment shall be automatically revoked, and your services will be terminated with immediate effect.

2. Probation & Confirmation

You shall be on a probationary period of 180 days from the date of joining. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. The Company, at its sole discretion can confirm your employment before the expiry of the probationary period and any such confirmation shall be duly communicated to you in writing. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

Your working hours will be as advised to you by your superiors from time to time and you maybe expected to work beyond the standard working hours to achieve the results whenever your job



so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

You will be entitled to avail leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from workplace as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

During the probation period, either party may terminate this employment by giving 30 days prior notice in writing. Post confirmation, either party may terminate this employment by giving 2 months' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of stipulated notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct during this period.

The Company may terminate your employment immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.

Subject to earlier termination of your employment, you shall retire on your 60th birth date or the day immediately preceding such date if your birth date does not fall on a working day.



Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions as stipulated in clauses 7 and 11.

The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 shall survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

In the course of your employment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or its affiliates or subsidiaries (together "Confidential Information"). You are obligated to keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or any time after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any



information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and will be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

Your gross annual compensation will be the aggregate of (A) Fixed Compensation, (B) Performance Bonus and (C) Other Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

It is however clarified that the Performance Bonus and Other Benefits as set forth in Part B and C of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy 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 employment with Company, 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.

10. Learning & Development

During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penal and remedial clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate your employment, by giving you 5 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.



11. Non-Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

For a period of one year thereafter (except with the written approval of the Company) you will not solicit business from any organization which is a client of the Company or a Prospect with whom negotiations are underway, in competition with the Company nor pass information to a third party that may result in the same effect, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group companies.

You shall not, for a period of one year except with the consent of the Company on severance, take up any employment or contract directly with a customer of the Company.

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

You agree that you shall perform your duties, as may be assigned to you from time to time, with utmost diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your employment with the Company is on a full-time basis, you shall not take up any other assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder provisions of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the terms and conditions of employment under this Agreement, such dispute or claim shall be referred to the Arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Content



Compensation and Benefits Worksheet

Candidate Name : Mawani Sunny
Location : IN-TG-Hyderabad-DLF Cyber City
Designation: Graduate Engineer Trainee
Alight Level : Entry Level

A. Fixed Compensation

Basic Salary Per Annum*: Rs. 200,000.00
Basic Salary Per Month* : Rs. 16,666.67

House Rent Allowance per Annum: Rs. 100,000.00
House Rent Allowance per Month: Rs. 8,333.33

Company's contribution to PF** Per Annum: Rs. 24,000.00
Company's contribution to PF** Per Month : Rs. 2,000.00

Flexible Salary Per Annum: Rs. 159,200.00
Flexible Salary Per Month: Rs. 13,266.67

Statutory Bonus per Annum: Rs. 16,800.00
Statutory Bonus per Month: Rs. 1,400.00

Annual Base Pay Per Annum :Rs. 500,000.00
Annual Base Pay Per Month :Rs. 41,666.67

B. Benefits

Current benefits available to you are as follows. Please refer to the latest company policies****
(made available at the time of joining)

Benefit Value*****

Medical Hospitalization Insurance as per Company policy: Rs. 250,000.00

Term Life Insurance: Rs. 2,500,000.00

Personal Accident insurance: Rs. 1,500,000.00

Gratuity: As per the Act

Annual Earned leaves Entitlement: 21 days.

Annual Sick leaves Entitlement: 12 days.

Annual Casual leaves Entitlement : 6 days

Holidays: 10 days per year

*****Allowances:

Cellphone and reimbursement of official calls: As per the Company Policy

Reimbursement of Internet use for business proposes: As per the Company Policy

*Basic is a fully taxable component and is used as the base to compute other salary components such as Housing Rent Allowance, PF & Gratuity.

** The Company's contribution to Provident Fund @ 12% of 200,000.00

**** Subject to change

***** Cash in lieu (in case the benefit is not availed) is not payable.

***** Payment subject to bill submission and applicable taxes.

Colleagues with Hyderabad as base locations will be entitled for 6 days and Kochi as base location, for 3 days as casual leaves.

Maternity Benefits (including Adoption and Commissioning):



All women employees are entitled to maternity benefits as per Maternity Benefits Act 1961, and as may be amended, if they have worked for a period of not less than 80 (eighty) days with the company in the 12 (twelve) months immediately preceding the date of the expected delivery. The Company grants paid maternity leave of 26 weeks (for the first 2 children) which the employee can avail depending upon pre/ post -delivery requirement. Salary during the maternity leave period shall be paid out as per regular payroll cycle followed by the organization.

Leave Type Description

Maternity Leave

Colleagues are entitled to 26 weeks (182 calendar days) of paid ML. This leave is payable for the period of their actual absence and may commence from:

- 8 weeks immediately preceding the expected date of delivery; or
- From the date of her delivery, if the colleague does not avail 8 weeks of leave preceding the expected date of her delivery, she can avail that leave following the date of actual delivery, provided the total leave period does not exceed 26 weeks.

In case a female colleague has two or more surviving children, the leave benefit will be 12 weeks starting from a date not earlier than from 6 weeks before the expected date of delivery or from the actual date of her delivery.

Additional Maternity Leave

Colleagues are entitled to an additional 30 calendar days of paid leave if they suffer from

- an illness arising as a result of
 - the pregnancy
 - delivery of the child
 - premature birth of child
- Miscarriage or medical termination of pregnancy
- Tubectomy operation

The colleague may avail this additional paid leave either prior to or after the date of her delivery, by providing a written request and supporting medical documents to the reporting manager, at least 30 days prior to the expiry of the ML of 26 weeks as stated above.

The colleagues may split these leaves in two blocks of 15 days or in one go but not exceeding the maximum of 30 days and may avail it at any point during the pregnancy or in continuation of the maternity leave

Leaves for adoptive mothers

Female colleagues when adopting a child upto three months of age for upto 2 surviving children are entitled to 12 weeks of paid leave commencing from the date the child is handed over to the adoptive mother.

Leave for Commissioning Mothers

A commissioning mother is entitled to 12 weeks of paid leaves from the date the child is handed over to the adoptive parents or the commissioning mother, for upto and including two children.

Sincere regards,

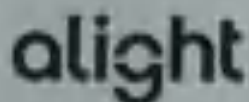
NGA HR India Private Limited

Mawani Sunny

Jagdish Rekapally

Manager - Human Resources

.....
[Signature of the Employee]



14th December 2022

Sai Dhanush Mylarihetty
H.No 111 - 5, Azad Nagar, Near CPS School, Kodad (M),
Suryapet District, Telangana - 508206

Dear Sai,

Further to our previous discussions, we are pleased to offer you an appointment with NGA HR India Private Limited ("Company") as per the terms and conditions mentioned below.

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this letter and your reporting to duty on or before **1st August 2023**, your appointment will be effective from the date of joining.

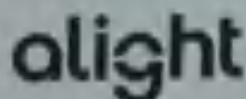
1.3 You will be required to report to our office at IN-TG-Hyderabad-DLF Cyber City. You will be reporting to such person as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed the necessary and required information, your employment shall be automatically revoked, and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days from the date of joining. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. The Company, at its sole discretion can confirm your employment before the expiry of the probationary period and any such confirmation shall be duly communicated to you in writing. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours



3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to avail leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from workplace as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

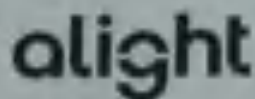
5.1 During the probation period, either party may terminate this employment by giving 30 days prior notice in writing. Post confirmation, either party may terminate this employment by giving 2 months' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of stipulated notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct during this period.

5.2 The Company may terminate your employment immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.3 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.



5.4 Subject to earlier termination of your employment, you shall retire on your 60th birth date or the day immediately preceding such date if your birth date does not fall on a working day.

5.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions as stipulated in clauses 7 and 11.

5.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6, 7, 8 and 11 shall survive expiration or termination of your employment contract with the Company.

6 Confidentiality & Employment Policy

6.1 In the course of your employment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or its affiliates or subsidiaries (together "Confidential Information"). You are obligated to keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

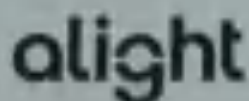
6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7 Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or any time after your employment with us, use or disclose to



any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and will be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

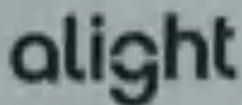
9.1 Your gross annual compensation will be the aggregate of (A) Fixed Compensation, (B) Performance Bonus and (C) Other Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Performance Bonus and Other Benefits as set forth in Part B and C of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy 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 employment with Company, 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.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penal and remedial clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall



have the right to terminate your employment, by giving you 5 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.

11. Non-Competition Agreement:

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 For a period of one year thereafter (except with the written approval of the Company) you will not solicit business from any organization which is a client of the Company or a Prospect with whom negotiations are underway, in competition with the Company nor pass information to a third party that may result in the same effect, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group companies.

11.2 You shall not, for a period of one year except with the consent of the Company on severance, take up any employment or contract directly with a customer of the Company.

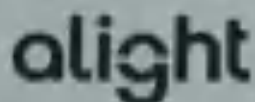
11.3 You undertake that for a period of one year after your separation from the Company you will not endeavor to solicit or entice away any person who is an employee of the Company or who was in its employment up to six months preceding your severance.

11.4 You agree that you shall perform your duties, as may be assigned to you from time to time, with utmost diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your employment with the Company is on a full-time basis, you shall not take up any other assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder provisions of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the terms and conditions of employment under this Agreement, such dispute or claim shall be referred to the Arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!



Content

Compensation and Benefits Worksheet

Candidate Name : Sai Dhanush Mylarisetty
Location : IN-TG-Hyderabad-DLF Cyber City
Designation: Graduate Engineer Trainee
Alight Level : Entry Level

A. Fixed Compensation

Basic Salary Per Annum*: Rs. 200,000.00
Basic Salary Per Month* : Rs. 16,666.67

House Rent Allowance per Annum: Rs. 100,000.00
House Rent Allowance per Month: Rs. 8,333.33

Company's contribution to PF** Per Annum: Rs. 24,000.00
Company's contribution to PF** Per Month : Rs. 2,000.00

Flexible Salary Per Annum: Rs. 159,200.00
Flexible Salary Per Month: Rs. 13,266.67

Statutory Bonus per Annum: Rs. 16,800.00
Statutory Bonus per Month: Rs. 1,400.00

Annual Base Pay Per Annum :Rs. 500,000.00
Annual Base Pay Per Month :Rs. 41,666.67

B. Benefits

Current benefits available to you are as follows. Please refer to the latest company policies****
(made available at the time of joining)

Benefit Value*****

Medical Hospitalization Insurance as per Company policy: Rs. 250,000.00

Term Life Insurance: Rs. 2,500,000.00

Personal Accident Insurance: Rs. 1,500,000.00

Gratuity: As per the Act

Annual Earned leaves Entitlement: 21 days

Annual Sick leaves Entitlement: 12 days

Annual Casual leaves Entitlement : 6 days

Holidays: 10 days per year

*****Allowances:

Cellphone and reimbursement of official calls: As per the Company Policy

Reimbursement of Internet use for business proposes: As per the Company Policy

*Basic is a fully taxable component and is used as the base to compute other salary components such as Housing Rent Allowance, PF & Gratuity

** The Company's contribution to Provident Fund @ 12% of 200,000.00

**** Subject to change

***** Cash in lieu (in case the benefit is not availed) is not payable.

alight

*****Payment subject to bill submission and applicable taxes.

Colleagues with Hyderabad as base locations will be entitled for 6 days and Kochi as base location for 3 days as casual leaves.

Maternity Benefits (including Adoption and Commissioning):

All women employees are entitled to maternity benefits as per Maternity Benefits Act 1961, and as may be amended, if they have worked for a period of not less than 80 (eighty) days with the company in the 12 (twelve) months immediately preceding the date of the expected delivery. The Company grants paid maternity leave of 26 weeks (for the first 2 children) which the employee can avail depending upon pre/ post-delivery requirement. Salary during the maternity leave period shall be paid out as per regular payroll cycle followed by the organization.

Leave Type Description

Maternity Leave

Colleagues are entitled to 26 weeks (182 calendar days) of paid ML. This leave is payable for the period of their actual absence and may commence from:

- 8 weeks immediately preceding the expected date of delivery; or
- From the date of her delivery, if the colleague does not avail 8 weeks of leave preceding the expected date of her delivery, she can avail that leave following the date of actual delivery, provided the total leave period does not exceed 26 weeks.

In case a female colleague has two or more surviving children, the leave benefit will be 12 weeks starting from a date not earlier than from 6 weeks before the expected date of delivery or from the actual date of her delivery.

Additional Maternity Leave

Colleagues are entitled to an additional 30 calendar days of paid leave if they suffer from

- an illness arising as a result of
 - the pregnancy
 - delivery of the child
 - premature birth of child
- Miscarriage or medical termination of pregnancy
- Tubectomy operation

The colleague may avail this additional paid leave either prior to or after the date of her delivery, by providing a written request and supporting medical documents to the reporting manager, at least 30 days prior to the expiry of the ML of 26 weeks as stated above.

The colleagues may split these leaves in two blocks of 15 days or in one go but not exceeding the maximum of 30 days and may avail it at any point during the pregnancy or in continuation of the maternity leave.

Leaves for adoptive mothers

Female colleagues when adopting a child upto three months of age for upto 2 surviving children are entitled to 12 weeks of paid leave commencing from the date the child is handed over to the adoptive mother.

Leave for Commissioning Mothers

A commissioning mother is entitled to 12 weeks of paid leaves from the date the child is handed over to the adoptive parents or the commissioning mother, for upto and including two children.

alight

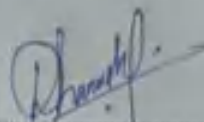
Sincere regards,

NGA HR India Private Limited



Jagdish Rekapally
Manager - Human Resources

Sai Dhanush Mylarisetty



[Signature of the Employee]



14th December 2022

Chennu Ambica
14-11-870, Naya Basti, Beer Ban Bagh, Gode Ki Kabar, Nampally,
Hyderabad, Telangana

Dear Chennu,

Further to our previous discussions, we are pleased to offer you an appointment with NGA HR India Private Limited ("Company") as per the terms and conditions mentioned below.

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this letter and your reporting to duty on or before **1st August 2023**, your appointment will be effective from the date of joining.

1.3 You will be required to report to our office at IN-TG-Hyderabad-DLF Cyber City. You will be reporting to such person as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed the necessary and required information, your employment shall be automatically revoked, and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days from the date of joining. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. The Company, at its sole discretion can confirm your employment before the expiry of the probationary period and any such confirmation shall be duly communicated to you in writing. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job



so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to avail leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from workplace as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 During the probation period, either party may terminate this employment by giving 30 days prior notice in writing. Post confirmation, either party may terminate this employment by giving 2 months' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of stipulated notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct during this period.

5.2 The Company may terminate your employment immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.3 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.

5.4 Subject to earlier termination of your employment, you shall retire on your 60th birth date or the day immediately preceding such date if your birth date does not fall on a working day.



5.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions as stipulated in clauses 7 and 11.

5.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 shall survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

6.1 In the course of your employment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or its affiliates or subsidiaries (together "Confidential Information"). You are obligated to keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or any time after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any



information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and will be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

9.1 Your gross annual compensation will be the aggregate of (A) Fixed Compensation, (B) Performance Bonus and (C) Other Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Performance Bonus and Other Benefits as set forth in Part B and C of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy 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 employment with Company, 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.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penal and remedial clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate your employment, by giving you 5 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.



11. Non-Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 For a period of one year thereafter (except with the written approval of the Company) you will not solicit business from any organization which is a client of the Company or a Prospect with whom negotiations are underway, in competition with the Company nor pass information to a third party that may result in the same effect, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group companies.

11.2 You shall not, for a period of one year except with the consent of the Company on severance, take up any employment or contract directly with a customer of the Company.

11.3 You undertake that for a period of one year after your separation from the Company you will not endeavor to solicit or entice away any person who is an employee of the Company or who was in its employment up to six months preceding your severance.

11.4 You agree that you shall perform your duties, as may be assigned to you from time to time, with utmost diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your employment with the Company is on a full-time basis, you shall not take up any other assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder provisions of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the terms and conditions of employment under this Agreement, such dispute or claim shall be referred to the Arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Content



Compensation and Benefits Worksheet

Candidate Name : Chennu Ambica

Location : IN-TG-Hyderabad-DLF Cyber City

Designation: Graduate Engineer Trainee

Alight Level : Entry Level

A. Fixed Compensation

Basic Salary Per Annum*: Rs. 200,000.00

Basic Salary Per Month* : Rs. 16,666.67

House Rent Allowance per Annum: Rs. 100,000.00

House Rent Allowance per Month: Rs. 8,333.33

Company's contribution to PF** Per Annum: Rs. 24,000.00

Company's contribution to PF** Per Month : Rs. 2,000.00

Flexible Salary Per Annum: Rs. 159,200.00

Flexible Salary Per Month: Rs. 13,266.67

Statutory Bonus per Annum: Rs. 16,800.00

Statutory Bonus per Month: Rs. 1,400.00

Annual Base Pay Per Annum :Rs. 500,000.00

Annual Base Pay Per Month :Rs. 41,666.67

B. Benefits

Current benefits available to you are as follows. Please refer to the latest company policies****
(made available at the time of joining)

Benefit Value*****

Medical Hospitalization Insurance as per Company policy: Rs. 250,000.00

Term Life Insurance: Rs. 2,500,000.00

Personal Accident insurance: Rs. 1,500,000.00

Gratuity: As per the Act

Annual Earned leaves Entitlement: 21 days.

Annual Sick leaves Entitlement: 12 days.

Annual Casual leaves Entitlement : 6 days

Holidays: 10 days per year

*****Allowances:

Cellphone and reimbursement of official calls: As per the Company Policy

Reimbursement of Internet use for business proposes: As per the Company Policy

*Basic is a fully taxable component and is used as the base to compute other salary components such as Housing Rent Allowance, PF & Gratuity.

** The Company's contribution to Provident Fund @ 12% of 200,000.00

**** Subject to change

***** Cash in lieu (in case the benefit is not availed) is not payable.

***** Payment subject to bill submission and applicable taxes.

Colleagues with Hyderabad as base locations will be entitled for 6 days and Kochi as base location, for 3 days as casual leaves.

Maternity Benefits (including Adoption and Commissioning):



All women employees are entitled to maternity benefits as per Maternity Benefits Act 1961, and as may be amended, if they have worked for a period of not less than 80 (eighty) days with the company in the 12 (twelve) months immediately preceding the date of the expected delivery. The Company grants paid maternity leave of 26 weeks (for the first 2 children) which the employee can avail depending upon pre/ post -delivery requirement. Salary during the maternity leave period shall be paid out as per regular payroll cycle followed by the organization.

Leave Type Description

Maternity Leave

Colleagues are entitled to 26 weeks (182 calendar days) of paid ML. This leave is payable for the period of their actual absence and may commence from:

- 8 weeks immediately preceding the expected date of delivery; or
- From the date of her delivery, if the colleague does not avail 8 weeks of leave preceding the expected date of her delivery, she can avail that leave following the date of actual delivery, provided the total leave period does not exceed 26 weeks.

In case a female colleague has two or more surviving children, the leave benefit will be 12 weeks starting from a date not earlier than from 6 weeks before the expected date of delivery or from the actual date of her delivery.

Additional Maternity Leave

Colleagues are entitled to an additional 30 calendar days of paid leave if they suffer from

- an illness arising as a result of
 - the pregnancy
 - delivery of the child
 - premature birth of child
- Miscarriage or medical termination of pregnancy
- Tubectomy operation

The colleague may avail this additional paid leave either prior to or after the date of her delivery, by providing a written request and supporting medical documents to the reporting manager, at least 30 days prior to the expiry of the ML of 26 weeks as stated above.

The colleagues may split these leaves in two blocks of 15 days or in one go but not exceeding the maximum of 30 days and may avail it at any point during the pregnancy or in continuation of the maternity leave

Leaves for adoptive mothers

Female colleagues when adopting a child upto three months of age for upto 2 surviving children are entitled to 12 weeks of paid leave commencing from the date the child is handed over to the adoptive mother.

Leave for Commissioning Mothers

A commissioning mother is entitled to 12 weeks of paid leaves from the date the child is handed over to the adoptive parents or the commissioning mother, for upto and including two children.

Sincere regards,

NGA HR India Private Limited

Chennu Ambica

Jagdish Rekapally

Manager - Human Resources

.....
[Signature of the Employee]



14th December 2022

NP Jayalakshmi Neha
16-1-485/5, S.S.Sweet Homes Apartment, 501/B ,
Matrusri Engineering College Lane Saidabad, Hyderabad 500059

Dear NP,

Further to our previous discussions, we are pleased to offer you an appointment with NGA HR India Private Limited ("Company") as per the terms and conditions mentioned below.

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this letter and your reporting to duty on or before **1st August 2023**, your appointment will be effective from the date of joining.

1.3 You will be required to report to our office at IN-TG-Hyderabad-DLF Cyber City. You will be reporting to such person as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed the necessary and required information, your employment shall be automatically revoked, and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days from the date of joining. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. The Company, at its sole discretion can confirm your employment before the expiry of the probationary period and any such confirmation shall be duly communicated to you in writing. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours



3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to avail leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from workplace as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 During the probation period, either party may terminate this employment by giving 30 days prior notice in writing. Post confirmation, either party may terminate this employment by giving 2 months' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of stipulated notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct during this period.

5.2 The Company may terminate your employment immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.3 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.



5.4 Subject to earlier termination of your employment, you shall retire on your 60th birth date or the day immediately preceding such date if your birth date does not fall on a working day.

5.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions as stipulated in clauses 7 and 11.

5.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 shall survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

6.1 In the course of your employment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or its affiliates or subsidiaries (together "Confidential Information"). You are obligated to keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or any time after your employment with us, use or disclose to



any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and will be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

9.1 Your gross annual compensation will be the aggregate of (A) Fixed Compensation, (B) Performance Bonus and (C) Other Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Performance Bonus and Other Benefits as set forth in Part B and C of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy 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 employment with Company, 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.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penal and remedial clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall



have the right to terminate your employment, by giving you 5 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.

11. Non-Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 For a period of one year thereafter (except with the written approval of the Company) you will not solicit business from any organization which is a client of the Company or a Prospect with whom negotiations are underway, in competition with the Company nor pass information to a third party that may result in the same effect, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group companies.

11.2 You shall not, for a period of one year except with the consent of the Company on severance, take up any employment or contract directly with a customer of the Company.

11.3 You undertake that for a period of one year after your separation from the Company you will not endeavor to solicit or entice away any person who is an employee of the Company or who was in its employment up to six months preceding your severance.

11.4 You agree that you shall perform your duties, as may be assigned to you from time to time, with utmost diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your employment with the Company is on a full-time basis, you shall not take up any other assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder provisions of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the terms and conditions of employment under this Agreement, such dispute or claim shall be referred to the Arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!



Content

Compensation and Benefits Worksheet

Candidate Name : NP Jayalakshmi Neha

Location : IN-TG-Hyderabad-DLF Cyber City

Designation: Graduate Engineer Trainee

Alight Level : Entry Level

A. Fixed Compensation

Basic Salary Per Annum*: Rs. 200,000.00

Basic Salary Per Month* : Rs. 16,666.67

House Rent Allowance per Annum: Rs. 100,000.00

House Rent Allowance per Month: Rs. 8,333.33

Company's contribution to PF** Per Annum: Rs. 24,000.00

Company's contribution to PF** Per Month : Rs. 2,000.00

Flexible Salary Per Annum: Rs. 159,200.00

Flexible Salary Per Month: Rs. 13,266.67

Statutory Bonus per Annum: Rs. 16,800.00

Statutory Bonus per Month: Rs. 1,400.00

Annual Base Pay Per Annum :Rs. 500,000.00

Annual Base Pay Per Month :Rs. 41,666.67

B. Benefits

Current benefits available to you are as follows. Please refer to the latest company policies****
(made available at the time of joining)

Benefit Value*****

Medical Hospitalization Insurance as per Company policy: Rs. 250,000.00

Term Life Insurance: Rs. 2,500,000.00

Personal Accident insurance: Rs. 1,500,000.00

Gratuity: As per the Act

Annual Earned leaves Entitlement: 21 days.

Annual Sick leaves Entitlement: 12 days.

Annual Casual leaves Entitlement : 6 days

Holidays: 10 days per year

***** Allowances:

Cellphone and reimbursement of official calls: As per the Company Policy

Reimbursement of Internet use for business proposes: As per the Company Policy

*Basic is a fully taxable component and is used as the base to compute other salary components such as Housing Rent Allowance, PF & Gratuity.

** The Company's contribution to Provident Fund @ 12% of 200,000.00

**** Subject to change

***** Cash in lieu (in case the benefit is not availed) is not payable.



*****Payment subject to bill submission and applicable taxes.

Colleagues with Hyderabad as base locations will be entitled for 6 days and Kochi as base location, for 3 days as casual leaves.

Maternity Benefits (including Adoption and Commissioning):

All women employees are entitled to maternity benefits as per Maternity Benefits Act 1961, and as may be amended, if they have worked for a period of not less than 80 (eighty) days with the company in the 12 (twelve) months immediately preceding the date of the expected delivery. The Company grants paid maternity leave of 26 weeks (for the first 2 children) which the employee can avail depending upon pre/ post -delivery requirement. Salary during the maternity leave period shall be paid out as per regular payroll cycle followed by the organization.

Leave Type Description

Maternity Leave

Colleagues are entitled to 26 weeks (182 calendar days) of paid ML. This leave is payable for the period of their actual absence and may commence from:

- 8 weeks immediately preceding the expected date of delivery; or
- From the date of her delivery, if the colleague does not avail 8 weeks of leave preceding the expected date of her delivery, she can avail that leave following the date of actual delivery, provided the total leave period does not exceed 26 weeks.

In case a female colleague has two or more surviving children, the leave benefit will be 12 weeks starting from a date not earlier than from 6 weeks before the expected date of delivery or from the actual date of her delivery.

Additional Maternity Leave

Colleagues are entitled to an additional 30 calendar days of paid leave if they suffer from

- an illness arising as a result of
 - the pregnancy
 - delivery of the child
 - premature birth of child
- Miscarriage or medical termination of pregnancy
- Tubectomy operation

The colleague may avail this additional paid leave either prior to or after the date of her delivery, by providing a written request and supporting medical documents to the reporting manager, at least 30 days prior to the expiry of the ML of 26 weeks as stated above.

The colleagues may split these leaves in two blocks of 15 days or in one go but not exceeding the maximum of 30 days and may avail it at any point during the pregnancy or in continuation of the maternity leave

Leaves for adoptive mothers

Female colleagues when adopting a child upto three months of age for upto 2 surviving children are entitled to 12 weeks of paid leave commencing from the date the child is handed over to the adoptive mother.

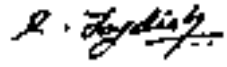
Leave for Commissioning Mothers

A commissioning mother is entitled to 12 weeks of paid leaves from the date the child is handed over to the adoptive parents or the commissioning mother, for upto and including two children.

alight

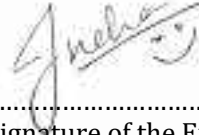
Sincere regards,

NGA HR India Private Limited



Jagdish Rekapally
Manager - Human Resources

NP Jayalakshmi Neha



.....
[Signature of the Employee]



14thDecember2022

Gale Praveen

S/o G.Raju,2-2-1093/91,Hanuman Nagar,Tilak Nagar,Hyderabad

Dear Gale

Further to our previous discussions, we are pleased to offer you an appointment with NGA HRIndia Private Limited ("Company") as per the terms and conditions mentioned below.

1. Appointment

Duringthecourseofyouremployment,youwillbegovernedbytherules,regulationsandother company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

Subject to your accepting this letter and your reporting to duty on or before **1stAugust 2023**, your appointment will be effective from the date of joining.

You will be required to report to our office at IN-TG-Hyderabad-DLF Cyber City. You will be reportingtosuchpersonasmaybeindicatedtoyoufromtimetotime.However,yourservicesare transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed the necessary and required information, your employment shall be automatically revoked, and your services will be terminated with immediate effect.

2. Probation&Confirmation

Youshall be on a probationaryperiod of180daysfrom the date ofjoining.During thisperiod, yourperformancewillbereviewedandiffoundsatisfactoryyouremploymentwillbeconfirmedon completion of this period, unless otherwise communicated by the Company. The Company, at its solediscretioncanconfirmyouremploymentbeforetheexpiryoftheprobationaryperiodandany such confirmation shall be duly communicated to you in writing. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. WorkingHours



Your working hours will be as advised to you by your superiors from [redacted] time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will [redacted] be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from [redacted] the fact that strict disciplinary action may be taken against you.

4. Leaves

You will be entitled to avail leaves in accordance to the Company Leave Policy. All colleagues [redacted] are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from workplace as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

During the probation period, either party may terminate this employment by giving 30 days prior notice in writing. Post confirmation, either party may terminate this employment by giving 2 months' notice in writing to the other party without assigning any reason thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of stipulated notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of [redacted] the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct during this period.

The Company may terminate your employment immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.



Subject to earlier termination of your employment, you shall retire on your 60th birth date or the day immediately preceding such date if your birth date does not fall on a working day.

Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions as stipulated in clauses 7 and 11.

The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with most seriousness. Your obligations set forth in paragraphs 6, 7, 8 and 11 shall survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

In the course of your employment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or its affiliates or subsidiaries (together "Confidential Information"). You are obligated to keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to



any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and will be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customer as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

Your gross annual compensation will be the aggregate of (A) Fixed Compensation, (B) Performance Bonus and (C) Other Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

It is however clarified that the Performance Bonus and Other Benefits as set forth in Part Band C of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy 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 employment with Company, 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.

10. Learning & Development

During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penal and remedial clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall



have the right to terminate your employment, by giving you 5 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.

11. Non-Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

For a period of one year thereafter (except with the written approval of the Company) you will not solicit business from any organization which is a client of the Company or a Prospect with whom negotiations are underway, in competition with the Company nor pass information to a third party that may result in the same effect, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group companies.

You shall not, for a period of one year except with the consent of the Company on severance, take up any employment or contract directly with a customer of the Company.

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

You agree that you shall perform your duties, as may be assigned to you from time to time, with utmost diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your employment with the Company is on a full-time basis, you shall not take up any other assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder provisions of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the terms and conditions of employment under this Agreement, such dispute or claim shall be referred to the Arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!



Content

Compensation and Benefits Worksheet

Candidate Name : Gale Praveen

Location: IN-TG-Hyderabad-

DLFCyberCity **Designation:** Graduate

Engineer Trainee **Alight Level :** Entry Level

A. Fixed Compensation

Basic Salary Per Annum*: Rs. 200,000.00

Basic Salary Per Month*: Rs. 16,666.67

House Rent Allowance per Annum: Rs. 100,000.00

House Rent Allowance per Month: Rs. 8,333.33

Company's contribution to PF** Per Annum: Rs. 24,000.00

Company's contribution to PF** Per Month: Rs. 2,000.00

Flexible Salary Per Annum: Rs. 159,200.00

Flexible Salary Per Month: Rs. 13,266.67

Statutory Bonus per Annum: Rs. 16,800.00

Statutory Bonus per Month: Rs. 1,400.00

Annual Base Pay Per Annum: Rs. 500,000.00

Annual Base Pay Per Month: Rs. 41,666.67

B. Benefits

Current benefits available to you are as follows. Please refer to the latest company policies**** (made available at the time of joining)

Benefit Value*****

Medical Hospitalization Insurance as per Company policy: Rs. 250,000.00 Term

Life Insurance: Rs. 2,500,000.00

Personal Accident Insurance: Rs. 1,500,000.00 Gratuity:

As per the Act

Annual Earned leaves Entitlement: 21 days.

Annual Sick leaves Entitlement: 12 days.

Annual Casual leaves Entitlement: 6 days

Holidays: 10 days per year

***** Allowances:

Cellphone and reimbursement of official calls: As per the Company Policy

Reimbursement of Internet use for business purposes: As per the Company Policy

*Basic is a fully taxable component and is used as the base to compute other salary components such as Housing Rent Allowance, PF & Gratuity.

**The Company's contribution to Provident Fund @ 12% of 200,000.00

****Subject to change

*****Cash in lieu (in case the benefit is not availed) is not payable.



*****Payments subject to bills submission and applicable taxes.

Colleagues with Hyderabad as base locations will be entitled for 6 days and Kochi as base location, for 3 days as casual leaves.

Maternity Benefits (including Adoption and Commissioning):

All women employees are entitled to maternity benefits as per Maternity Benefits Act 1961, and as may be amended, if they have worked for a period of not less than 80 (eighty) days with the company in the 12 (twelve) months immediately preceding the date of the expected delivery. The Company grants paid maternity leave of 26 weeks (for the first 2 children) which the employee can avail depending upon pre/post-delivery requirement. Salary during the maternity leave period shall be paid out as per regular payroll cycle followed by the organization.

Leave Type Description

Maternity Leave

Colleagues are entitled to 26 weeks (182 calendar days) of paid ML. This leave is payable for the period of their actual absence and may commence from:

- 8 weeks immediately preceding the expected date of delivery; or
- From the date of her delivery, if the colleague does not avail 8 weeks of leave preceding the expected date of her delivery, she can avail that leave following the date of actual delivery, provided the total leave period does not exceed 26 weeks.

In case a female colleague has two or more surviving children, the leave benefit will be 12 weeks starting from a date not earlier than from 6 weeks before the expected date of delivery or from the actual date of her delivery.

Additional Maternity Leave

Colleagues are entitled to an additional 30 calendar days of paid leave if they suffer from

- an illness arising as a result of
 - the pregnancy
 - delivery of the child
 - premature birth of child
- Miscarriage or medical termination of pregnancy
- Tubectomy operation

The colleague may avail this additional paid leave either prior to or after the date of her delivery, by providing a written request and supporting medical documents to the reporting manager, at least 30 days prior to the expiry of the ML of 26 weeks as stated above.

The colleagues may split these leaves into two blocks of 15 days or in one go but not exceeding the maximum of 30 days and may avail it at any point during the pregnancy or in continuation of the maternity leave

Leaves for adoptive mothers

Female colleagues when adopting a child up to three months of age for up to 2 surviving children are entitled to 12 weeks of paid leave commencing from the date the child is handed over to the adoptive mother.

Leave for Commissioning Mothers

A commissioning mother is entitled to 12 weeks of paid leave from the date the child is handed over to the adoptive parents or the commissioning mother, for up to and including two children.



Sincereregards,

NGAHRIndiaPrivateLimited

Gale Praveen

A handwritten signature in black ink, appearing to read 'R. Jagdish'.

JagdishRekapally
Manager - Human Resources

.....
[SignatureoftheEmployee]



14th December 2022

Dakshita Paithara
10 - 4 -35/6/B Humayun Nagar, Masabtank,
Hyderabad 500028

Dear Dakshita,

Further to our previous discussions, we are pleased to offer you an appointment with NGA HR India Private Limited ("Company") as per the terms and conditions mentioned below.

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this letter and your reporting to duty on or before **1st August 2023**, your appointment will be effective from the date of joining.

1.3 You will be required to report to our office at IN-TG-Hyderabad-DLF Cyber City. You will be reporting to such person as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed the necessary and required information, your employment shall be automatically revoked, and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days from the date of joining. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. The Company, at its sole discretion can confirm your employment before the expiry of the probationary period and any such confirmation shall be duly communicated to you in writing. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours



3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to avail leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from workplace as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 During the probation period, either party may terminate this employment by giving 30 days prior notice in writing. Post confirmation, either party may terminate this employment by giving 2 months' notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of stipulated notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct during this period.

5.2 The Company may terminate your employment immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.3 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.



5.4 Subject to earlier termination of your employment, you shall retire on your 60th birth date or the day immediately preceding such date if your birth date does not fall on a working day.

5.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions as stipulated in clauses 7 and 11.

5.7 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 shall survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

6.1 In the course of your employment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or its subsidiaries or affiliates, its customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or its affiliates or subsidiaries (together "Confidential Information"). You are obligated to keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or any time after your employment with us, use or disclose to



any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and will be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

9.1 Your gross annual compensation will be the aggregate of (A) Fixed Compensation, (B) Performance Bonus and (C) Other Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Performance Bonus and Other Benefits as set forth in Part B and C of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy 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 employment with Company, 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.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penal and remedial clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall



have the right to terminate your employment, by giving you 5 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.

11. Non-Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 For a period of one year thereafter (except with the written approval of the Company) you will not solicit business from any organization which is a client of the Company or a Prospect with whom negotiations are underway, in competition with the Company nor pass information to a third party that may result in the same effect, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group companies.

11.2 You shall not, for a period of one year except with the consent of the Company on severance, take up any employment or contract directly with a customer of the Company.

11.3 You undertake that for a period of one year after your separation from the Company you will not endeavor to solicit or entice away any person who is an employee of the Company or who was in its employment up to six months preceding your severance.

11.4 You agree that you shall perform your duties, as may be assigned to you from time to time, with utmost diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your employment with the Company is on a full-time basis, you shall not take up any other assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder provisions of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the terms and conditions of employment under this Agreement, such dispute or claim shall be referred to the Arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!



Content

Compensation and Benefits Worksheet

Candidate Name : Dakshita Paithara
Location : IN-TG-Hyderabad-DLF Cyber City
Designation: Graduate Engineer Trainee
Alight Level : Entry Level

A. Fixed Compensation

Basic Salary Per Annum*: Rs. 200,000.00
Basic Salary Per Month* : Rs. 16,666.67

House Rent Allowance per Annum: Rs. 100,000.00
House Rent Allowance per Month: Rs. 8,333.33

Company's contribution to PF** Per Annum: Rs. 24,000.00
Company's contribution to PF** Per Month : Rs. 2,000.00

Flexible Salary Per Annum: Rs. 159,200.00
Flexible Salary Per Month: Rs. 13,266.67

Statutory Bonus per Annum: Rs. 16,800.00
Statutory Bonus per Month: Rs. 1,400.00

Annual Base Pay Per Annum :Rs. 500,000.00
Annual Base Pay Per Month :Rs. 41,666.67

B. Benefits

Current benefits available to you are as follows. Please refer to the latest company policies****
(made available at the time of joining)

Benefit Value*****

Medical Hospitalization Insurance as per Company policy: Rs. 250,000.00

Term Life Insurance: Rs. 2,500,000.00

Personal Accident insurance: Rs. 1,500,000.00

Gratuity: As per the Act

Annual Earned leaves Entitlement: 21 days.

Annual Sick leaves Entitlement: 12 days.

Annual Casual leaves Entitlement : 6 days

Holidays: 10 days per year

***** Allowances:

Cellphone and reimbursement of official calls: As per the Company Policy

Reimbursement of Internet use for business proposes: As per the Company Policy

*Basic is a fully taxable component and is used as the base to compute other salary components such as Housing Rent Allowance, PF & Gratuity.

** The Company's contribution to Provident Fund @ 12% of 200,000.00

**** Subject to change

***** Cash in lieu (in case the benefit is not availed) is not payable.



*****Payment subject to bill submission and applicable taxes.

Colleagues with Hyderabad as base locations will be entitled for 6 days and Kochi as base location, for 3 days as casual leaves.

Maternity Benefits (including Adoption and Commissioning):

All women employees are entitled to maternity benefits as per Maternity Benefits Act 1961, and as may be amended, if they have worked for a period of not less than 80 (eighty) days with the company in the 12 (twelve) months immediately preceding the date of the expected delivery. The Company grants paid maternity leave of 26 weeks (for the first 2 children) which the employee can avail depending upon pre/ post -delivery requirement. Salary during the maternity leave period shall be paid out as per regular payroll cycle followed by the organization.

Leave Type Description

Maternity Leave

Colleagues are entitled to 26 weeks (182 calendar days) of paid ML. This leave is payable for the period of their actual absence and may commence from:

- 8 weeks immediately preceding the expected date of delivery; or
- From the date of her delivery, if the colleague does not avail 8 weeks of leave preceding the expected date of her delivery, she can avail that leave following the date of actual delivery, provided the total leave period does not exceed 26 weeks.

In case a female colleague has two or more surviving children, the leave benefit will be 12 weeks starting from a date not earlier than from 6 weeks before the expected date of delivery or from the actual date of her delivery.

Additional Maternity Leave

Colleagues are entitled to an additional 30 calendar days of paid leave if they suffer from

- an illness arising as a result of
 - the pregnancy
 - delivery of the child
 - premature birth of child
- Miscarriage or medical termination of pregnancy
- Tubectomy operation

The colleague may avail this additional paid leave either prior to or after the date of her delivery, by providing a written request and supporting medical documents to the reporting manager, at least 30 days prior to the expiry of the ML of 26 weeks as stated above.

The colleagues may split these leaves in two blocks of 15 days or in one go but not exceeding the maximum of 30 days and may avail it at any point during the pregnancy or in continuation of the maternity leave

Leaves for adoptive mothers

Female colleagues when adopting a child upto three months of age for upto 2 surviving children are entitled to 12 weeks of paid leave commencing from the date the child is handed over to the adoptive mother.

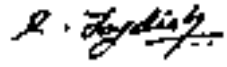
Leave for Commissioning Mothers

A commissioning mother is entitled to 12 weeks of paid leaves from the date the child is handed over to the adoptive parents or the commissioning mother, for upto and including two children.

alight

Sincere regards,

NGA HR India Private Limited



Jagdish Rekapally
Manager - Human Resources

Dakshita Paithara



.....
[Signature of the Employee]



13/06/2023

Kaushik Pabbu

H.NO: 2-3-776/19/E, Silver Oaks, Sai Baba Temple Lane, Golnaka, Amberpet.

Hyderabad

India

500013

Dear Kaushik,

Further to our previous discussions, we are pleased to offer you an appointment with NGA HR India Private Limited ("Company") as per the terms and conditions mentioned below.

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this letter and your reporting to duty on or before 03/07/2023, your appointment will be effective from the date of joining.

1.3 You will be required to report to our office at IN-TG-Hyderabad-DLF Cyber City. You will be reporting to such person as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed the necessary and required information,

R-18118C0294017



your employment shall be automatically revoked, and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days from the date of joining. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. The Company, at its sole discretion can confirm your employment before the expiry of the probationary period and any such confirmation shall be duly communicated to you in writing. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). It is expressly agreed that if you fail to perform the work according to the scheduled working hours or resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to avail leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from workplace as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination



5.1 During the probation period, either party may terminate this employment by giving 30 days prior notice in writing. Post confirmation, either party may terminate this employment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of stipulated notice period, proper handover and any other conditions as may be communicated to you in writing by the Company.

The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct during this period.

5.2 The Company may terminate your employment immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.3 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, you shall be deemed to have left and relinquished your employment with the Company. Such automatic relinquishment of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the Company.



5.4 Subject to earlier termination of your employment, you shall retire on your 60th birth date or the day immediately preceding such date if your birth date does not fall on a working day.

5.5 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.6 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post-employment restrictions as stipulated in clauses 7 and 11.

5.7 The terms of this offer are strictly confidential between you and the Company, and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 shall survive expiration or termination of your employment contract with the Company.

6. Confidentiality & Employment Policy

6.1 In the course of your employment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, data, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or its subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You are obligated to keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and



shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other Confidential Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or any time after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or its subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and will be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after



the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual property properties or rights of any other persons.

9. Compensation

9.1 Your gross annual compensation will be the aggregate of (A) Fixed Compensation, (B) Other Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that Other Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy 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 employment with Company, 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.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to



ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penal and remedial clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate your employment, by giving you 5 days' notice as referred to in clause 5 above, without being under obligation to make any payments to you.

11. Non-Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 For a period of one year thereafter (except with the written approval of the Company) you will not solicit business from any organization which is a client of the Company or a Prospect with whom negotiations are underway, in competition with the Company nor pass information to a third party that may result in the same effect, neither will you in competition offer or supply products or services which compete directly with those products or services offered by the Company or its group companies.

11.2 You shall not, for a period of one year except with the consent of the Company on severance, take up any employment or contract directly with a customer of the Company.

11.3 You undertake that for a period of one year after your separation from the Company you will not endeavor to solicit or entice away any person who is an employee of the Company or who was in its employment up to six months preceding your severance.

11.4 You agree that you shall perform your duties, as may be assigned to you from time to time, with utmost diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or,



client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your employment with the Company is on a full-time basis, you shall not take up any other assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder provisions of this Letter will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the terms and conditions of employment under this Agreement, such dispute or claim shall be referred to the Arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For NGA HR India Private Limited

Authorized Signatory

This is a computer-generated offer and does not require signatures. Upon receipt of acceptance from the addressee, this will be deemed to be a binding agreement between NGA HR India Private Limited and the Addressee

R-18118C0294017



Compensation and Benefits Worksheet

Candidate Name: Kaushik Pabbu

Location: IN-TG-Hyderabad-DLF Cyber City

Role: Graduate Engineer Trainee

Alight Level: Associate

A. Fixed Compensation

Basic Salary Per Annum : Rs. ₹200,000.00

Basic Salary Per Month : Rs. ₹16,667.00

Company's contribution to PF* Per Annum: Rs. ₹24,000.00

Company's contribution to PF* Per Month : Rs. ₹2,000.00

Housing allowance Per Annum: Rs. ₹100,000.00

Housing allowance Per Month: Rs. ₹8,333.00

Flexible Allowance Per Annum: Rs. ₹159,200.00

Flexible Allowance Per Month : Rs. ₹13,267.00

Statutory Bonus Per Annum: Rs. ₹16,800.00

Statutory Bonus Per Month : Rs. ₹1,400.00

Fixed Compensation Per Annum : Rs. ₹500,000.00

Fixed Compensation Per Month : Rs. ₹41,667.00

B. Benefits

Current benefits available to you are as follows. Please refer to the latest company policies****
(made available at the time of joining)

Benefit Value*****



Medical Hospitalization Insurance as per Company policy: 250,000.00/500,000.00

Term Life Insurance (3 times of Fixed Compensation): Rs. 1,500,000

Personal Accident insurance (3 times of Fixed Compensation): Rs.1,500,000

Gratuity: As per the Act

Annual Earned leaves Entitlement: 21 days per year

Annual Sick leaves Entitlement: 12 days per year

Annual Casual leaves Entitlement: 6 days per year

Holidays: 10 days per year

*****Allowances:

Cell phone and reimbursement of official calls: As per the Company Policy

*Basic is a fully taxable component and is used as the base to compute other salary components such as Housing Rent Allowance, PF & Gratuity.

** The Company's contribution to Provident Fund @ 12% of Base salary

**** Subject to change

***** Cash in lieu (in case the benefit is not availed) is not payable.

*****Payment subject to bill submission and applicable taxes.

Maternity Benefits (including Adoption and Commissioning):

All women employees are entitled to maternity benefits as per Maternity Benefits Act 1961, and as may be amended, if they have worked for a period of not less than 80 (eighty) days with the company in the 12 (twelve) months immediately preceding the date of the expected delivery. The Company grants paid maternity leave of 26 weeks (for the first 2 children) which the employee can avail depending upon pre/ post -delivery requirement. Salary during the maternity leave period shall be paid out as per regular payroll cycle followed by the organization.

Leave Type Description

Maternity Leave

R-18118C0294017



Colleagues are entitled to 26 weeks (182 calendar days) of paid ML. This leave is payable for the period of their actual absence and may commence from:

- 8 weeks immediately preceding the expected date of delivery; or
- From the date of her delivery, if the colleague does not avail 8 weeks of leave preceding the expected date of her delivery, she can avail that leave following the date of actual delivery, provided the total leave period does not exceed 26 weeks.

In case a female colleague has two or more surviving children, the leave benefit will be 12 weeks starting from a date not earlier than from 6 weeks before the expected date of delivery or from the actual date of her delivery.

Additional Maternity Leave

Colleagues are entitled to an additional 30 calendar days of paid leave if they suffer from

- an illness arising as a result of
 - the pregnancy
 - delivery of the child
 - premature birth of child
- Miscarriage or medical termination of pregnancy
- Tubectomy operation

The colleague may avail this additional paid leave either prior to or after the date of her delivery, by providing a written request and supporting medical documents to the reporting manager, at least 30 days prior to the expiry of the ML of 26 weeks as stated above.

The colleagues may split these leaves in two blocks of 15 days or in one go but not exceeding the maximum of 30 days and may avail it at any point during the pregnancy or in continuation of the maternity leave

Leaves for adoptive mothers

Female colleagues when adopting a child upto three months of age for upto 2 surviving children are entitled to 12 weeks of paid leave commencing from the date the child is handed over to the adoptive mother.

Leave for Commissioning Mothers

A commissioning mother is entitled to 12 weeks of paid leaves from the date the child is handed over to the adoptive parents or the commissioning mother, for upto and including two children.



Alight/NGA/Ind/HR/DS/NS/RS/Appointment letter v-1.4(13/06/2023)/ Keerthi Somanagurthi
(10017357)/ Sender: 13/06/2023

R-18118C0294017

alight

alight

Letter of Intent (LOI)

ReferenceID: SS/HR/LOI/23/011

17th March 2023.

Dear Santosh Naga Manideep B,

This LOI refers to your application for employment with **STIC Soft E-Solutions Private Limited ("STIC Soft")** and subsequent discussions. Based on the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied, and your designation will be **Trainee Software Engineer**. Upon final scrutiny, a formal Internship Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Internship Agreement") will be issued.

Your date of joining will be shared shortly. The stipend during Internship duration will be **INR. 15,000/-** per month, (10% TDS will be deducted from this). After successful completion of internship and performance evaluation, you will be converted to full time employee and your annual CTC will be **INR 5,00,000/-**, this includes an annual performance bonus* of **INR 1,00,000/-**. This amount may vary depending on individual and STIC Soft's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

*Performance Bonus will be based on the technical competency demonstrated through skill-based assessment, Interview, and external Training post joining/Internship.

This document does not confer any rights or obligations upon you and STIC Soft, and as such does not constitute any contractually binding relationship between you and STIC Soft.

This LOI from STIC Soft is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of STIC Soft. Please note that this LOI is not deemed to be considered for purposes of joining STIC Soft. For all onboarding formalities, the definitive Internship Agreement is required.

For further queries, related to Letter of Intent (LOI), please reach out to HRathr@sticsoftsolutions.com Thank

you for the interest and stay tuned to hear from us.

Yours sincerely,

For **STIC Soft E-Solutions Private Limited**

Swapnaja Mehta

Manager-Human Resources

Signature
Read & Acknowledged

Santosh Naga Manideep B

Letter of Intent (LOI)

ReferenceID: SS/HR/LOI/23/012

17th March 2023.

Dear Gale Praveen,

This LOI refers to your application for employment with **STIC Soft E-Solutions Private Limited ("STIC Soft")** and subsequent discussions. Based on the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied, and your designation will be **Trainee Software Engineer**. Upon final scrutiny, a formal Internship Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Internship Agreement") will be issued.

Your date of joining will be shared shortly. The stipend during Internship duration will be **INR. 15,000/-** per month, (10% TDS will be deducted from this). After successful completion of internship and performance evaluation, you will be converted to full time employee and your annual CTC will be **INR 5,00,000/-**, this includes an annual performance bonus* of **INR 1,00,000/-**. This amount may vary depending on individual and STIC Soft's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

*Performance Bonus will be based on the technical competency demonstrated through skill-based assessment, Interview, and external Training post joining/Internship.

This document does not confer any rights or obligations upon you and STIC Soft, and as such does not constitute any contractually binding relationship between you and STIC Soft.

This LOI from STIC Soft is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of STIC Soft. Please note that this LOI is not deemed to be considered for purposes of joining STIC Soft. For all onboarding formalities, the definitive Internship Agreement is required.

For further queries, related to Letter of Intent (LOI), please reach out to HR at hr@sticsoftsolutions.com Thank

you for the interest and stay tuned to hear from us.

Yours sincerely,

For **STIC Soft E-Solutions Private Limited**

Swapnaja Mehta

Manager-Human Resources

Signature
Read & Acknowledged

Gale Praveen



QSpiders 2023 Batch!!! Incubation Final Selection List

1 message

<devikarani.l@qspiders.com>

To: tpo@methodist.edu.in

Cc: pavan6304124@gmail.com, vijithpramod@gmail.com, rakeshshiny3117@gmail.com, kavitha.bure@gmail.com, kudikalasrilekha0@gmail.com, prosai9000@gmail.com, shankarollaramesh1sainoyal123@gmail.com, aparnavutukotu@gmail.com, ramyaduppalli2000@gmail.com, geethashree.r@qspiders.com, supriya.l@qspiders.com

Hello Sir/Mam,

Good Morning

We are happy to announce the Final Selects for Incubation [Free Training & Placement] of 2023 Batch from your college.

We heartily congratulate students for getting placed & we officially welcome all the selected students to QSpiders.

Below mentioned students in the offer letter are the Final selects & Please communicate the same with students & we will post you the date of Joining ASAP.



Qspiders Campus Connect

A Unit of Test Yantra Software Solutions India Pvt Ltd

INCUBATION OFFER LETTER

Dated:

Dear Sir,

We are happy to inform you that Below Students from your college **Methodist College of Engineering and Technology** been Selected in our Incubation Screening Drive

Name	Contact	Mail.ID	Degree	stream	College
T.PAVANKUMAR	6304124984	pavan6304124@gmail.com	BE	Electronics & Communication(E&C)	Methodist College of Engineering and Technology
Guduguntla Vijith Pramod	7702096210	vijithpramod@gmail.com	BE	Computer Science(CS)	Methodist College of Engineering and Technology
B. rakesh	9701029087	rakeshshiny3117@gmail.com	BE	Computer Science(CS)	Methodist College of Engineering and Technology
Kavitha Bure	9381971851	kavitha.bure@gmail.com	BE	Computer Science(CS)	Methodist College of Engineering and Technology
kudikala sreelekha	8309520796	kudikalasrilekha0@gmail.com	BE	Computer Science(CS)	Methodist College of Engineering and Technology
D.Sai Dikshit	9573346326	prosai9000@gmail.com	BE	Computer Science(CS)	Methodist College of Engineering and Technology
SHANKAROLLA RAMESH	9989937935	shankarollaramesh1432000@gmail.com	BE	Electronics & Communication(E&C)	Methodist College of Engineering and Technology
Kancharla Sai	8008014918	sainoyal123@gmail.com	BE	Computer Science(CS)	Methodist College of Engineering and Technology
Vutukotu Aparna	9390549930	aparnavutukotu@gmail.com	BE	Computer Science(CS)	Methodist College of Engineering and Technology
Ramya Duppalli	7287980309	ramyaduppalli2000@gmail.com	BE	Computer Science(CS)	Methodist College of Engineering and Technology

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Software Testing/Software Development & General Aptitude**.
- On successful completion of their training they will be awarded with course completion Certificate
- No other programs are included in this training module

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day of reporting with all semester marks cards, 10th 12th/PUC & Degree[Till Now], 1 Govt ID proof & 2 passport size photo.

This letter is valid only on respective date of joining only. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

QSpiders Campus Connect Team.

For Selected students anything in further information or Query contact only on below numbers according to college State/Location

-AP/Telangana-8951922956/7618721220/8867795673

[Note- This mail is a final confirmation of your selection, No Commercials involved & students while reporting can take a print/show the mail confirmation to the respective concerns @ QSpiders]



Thanks & Regards,

L Devika Rani Shelke
Business Manager

QSpiders Campus Connect

E-Mail:- devikarani.l@qspiders.com

www.qspiders.com | www.jspiders.com

Bengaluru | Mysore | Chennai | Hyderabad |API|Pune | Mumbai | Kolkatta |Chandigarh |

Noida | Gurugram | Bhubaneswar | UK-London | US-California | Ireland |



ZENTREE LABS

ZENTREE LABS PRIVATE LIMITED

WeWork Prestige Central, 36 Infantry Road, Bangalore, Karnataka - 560001

Zentree Labs is a global product engineering company providing leading-edge solutions to enable our customers innovate in emerging technologies.

About Us:

- Proven Leadership from leading companies such as Qualcomm, Blaize, Dell, Intel, IBM, Motorola
- Development centers
 - Pittsburgh, PA, USA
 - Bangalore, KA, India
 - Hyderabad, TS, India
- Dedicated innovation team building tools and platforms to accelerate development
- Innovation in our DNA
 - 18+ patents
 - 50+ Publications in IEEE journals
 - Focus on execution and quality
- Working with 20+ companies where several are Fortune 500
- Hire top talent and provide excellent benefits and HR practices

Our Technologies:

- Embedded systems, Wireless, Protocols, BT/WiFi, RF, IoT
- AI, ML, NLP, CV, DL, ADAS, Training
- Android, Web app, mobility
- Automotive – System Integration, Test, Telemetrics, Infotainment
- SoC, PD, RTL->GDS2, DV, DFT, Post Si
- Cyber-security, Cloud, Big Data



ZENTREE LABS PRIVATE LIMITED

WeWork Prestige Central, 36 Infantry Road, Bangalore, Karnataka - 560001

Date: 01-March-2023

Dear **D Kiran Kumar Yadav**,

Zentree Labs Private Limited is pleased to extend an **offer of employment** to you. This decision to offer with our company has been made in reliance with the information provided by you to the Company on calls, emails, meetings and/or face to face discussions. We are looking forward to you joining us to work on cutting edge technologies for a bright career.

The terms and conditions of the your employment are mentioned below. Please sign and return this document **within one week**. Do e-mail us at hr@zentreelabs.com if you have any questions or concerns.

Terms and Conditions:

1. The internship training period will be of 6 months with 3 months of online training and 3 months at our office location.
 - First 3 months of online training will be provided to the intern in conjunction with his/her studies in the college.
 - Last 3 months of training will start after finishing final year exams upon physically coming to our company at our office location (**1st , 2nd floor, Plot No.44, Jayabheri Enclave II, Gachibowli, Hyderabad, Telangana, 500032**). You will be provided with hands-on intensive training for the last 3 months in our office with a monthly stipend of Rs. 10,000/-.
2. Monthly Reviews shall be conducted during your internship to know whether the performance is satisfactory and consistent, Zentree Labs Private Limited reserves the absolute right to terminate the internship with immediate effect if your performance is found to be less than satisfactory.

3. After successful training period of 6 months and after the completion of your studies and graduating your course, you will be employed as a Trainee Engineer at our company with annual CTC of Rs. 2.4 LPA to Rs. 3.6 LPA based on the evaluation of your performance as an intern.
4. At the time of joining as a Trainee Engineer in the organisation, the employee will have to sign an agreement where he/she voluntarily agrees to remain committed with the organisation for a period of Two years. In case he/she wants to leave the company before that, he/she has to pay to the company an amount equal to his/her monthly salary multiply by the number of months remaining in completion of Two years.

Sincerely,



Hemanshu Vernenker

CEO, Zentree Labs Private Limited

Name: D Kiran Kumar Yadav

Signature: (Please sign in the box below)

Date:

Place:



ZENTREE LABS PRIVATE LIMITED

WeWork Prestige Central, 36 Infantry Road, Bangalore, Karnataka - 560001

Zentree Labs is a global product engineering company providing leading-edge solutions to enable our customers innovate in emerging technologies.

About Us:

- Proven Leadership from leading companies such as Qualcomm, Blaize, Dell, Intel, IBM, Motorola
- Development centers
 - Pittsburgh, PA, USA
 - Bangalore, KA, India
 - Hyderabad, TS, India
- Dedicated innovation team building tools and platforms to accelerate development
- Innovation in our DNA
 - 18+ patents
 - 50+ Publications in IEEE journals
 - Focus on execution and quality
- Working with 20+ companies where several are Fortune 500
- Hire top talent and provide excellent benefits and HR practices

Our Technologies:

- Embedded systems, Wireless, Protocols, BT/WiFi, RF, IoT
- AI, ML, NLP, CV, DL, ADAS, Training
- Android, Web app, mobility
- Automotive – System Integration, Test, Telemetrics, Infotainment
- SoC, PD, RTL->GDS2, DV, DFT, Post Si
- Cyber-security, Cloud, Big Data



ZENTREE LABS PRIVATE LIMITED

WeWork Prestige Central, 36 Infantry Road, Bangalore, Karnataka - 560001

Date: 01-March-2023

Dear Vutukotu Aparna,

Zentree Labs Private Limited is pleased to extend an **offer of employment** to you. This decision to offer with our company has been made in reliance with the information provided by you to the Company on calls, emails, meetings and/or face to face discussions. We are looking forward to you joining us to work on cutting edge technologies for a bright career.

The terms and conditions of the your employment are mentioned below. Please sign and return this document **within one week**. Do e-mail us at hr@zentreelabs.com if you have any questions or concerns.

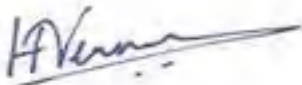
Terms and Conditions:

1. The internship training period will be of 6 months with 3 months of online training and 3 months at our office location.
 - First 3 months of online training will be provided to the intern in conjunction with his/her studies in the college.
 - Last 3 months of training will start after finishing final year exams upon physically coming to our company at our office location (**1st , 2nd floor,, Plot No.44, Jayabheri Enclave II, Gachibowli, Hyderabad, Telangana, 500032**). You will be provided with hands-on intensive training for the last 3 months in our office with a monthly stipend of Rs. 10,000/-.
2. Monthly Reviews shall be conducted during your internship to know whether the performance is satisfactory and consistent, Zentree Labs Private Limited reserves the absolute right to terminate the internship with immediate effect if your performance is found to be less than satisfactory.

3. After successful training period of 6 months and after the completion of your studies and graduating your course, you will be employed as a Trainee Engineer at our company with annual CTC of Rs. 2.4 LPA to Rs. 3.6 LPA based on the evaluation of your performance as an intern.

4. At the time of joining as a Trainee Engineer in the organisation, the employee will have to sign an agreement where he/she voluntarily agrees to remain committed with the organisation for a period of Two years. In case he/she wants to leave the company before that, he/she has to pay to the company an amount equal to his/her monthly salary multiply by the number of months remaining in completion of Two years.

Sincerely,



Hemanshu Vernenker

CEO, Zentree Labs Private Limited

Name: Vutukotu Aparna

Signature: (Please sign in the box below)

Date:

Place:



Offer: Computer Consultancy
Ref: TCSL/DT20222938040/Hyderabad
Date: 24/11/2022

Mr. Pradeep Singh
11-9-1,Sbi Colony, Rd Number 2,
Kothapet,
Hyderabad-500035,
Telangana.
Tel# 91-6303875812

Dear Pradeep Singh,

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 **₹3,36,877/-** 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/DT20222938040

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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 ₹14,784/- 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 ₹5,914/- 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. 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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:

TCS Confidential

TCSL/DT20222938040

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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/DT20222938040

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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. Work in SBWS mode

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

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



12. 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.

13. 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.

14. 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.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



16. 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.

17. 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.

18. 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.

19. 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.

20. 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,

TCS Confidential

9

TCSL/DT20222938040

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



- 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

21. 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.



22. 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.

23. 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.

24. 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.

25. Data Privacy Clause:

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

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

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

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



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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- 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	Pradeep Singh
Designation	Assistant System Engineer-Trainee
Institute Name	Methodist College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
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	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

*** 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	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



Offer: Computer Consultancy
Ref: TCSL/DT20222966037/Hyderabad
Date: 24/11/2022

Mr. Manideep Thogiti
Plot No, 223 Road No 5, Priyadarshini Colony,
Hayatnagar,
Hyderabad-501505,
Telangana.
Tel# -9885023767

Dear Manideep Thogiti,

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 **₹3,36,877/-** 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/DT20222966037

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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 ₹14,784/- 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 ₹5,914/- 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. 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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:

TCS Confidential

TCSL/DT20222966037

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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/DT20222966037

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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. Work in SBWS mode

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

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



12. 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.

13. 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.

14. 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.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



16. 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.

17. 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.

18. 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.

19. 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.

20. 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,

TCS Confidential

9

TCSL/DT20222966037

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



- 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

21. 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.



22. 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.

23. 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.

24. 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.

25. Data Privacy Clause:

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

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

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

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



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

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



Withdrawal of Offer

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- 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	Manideep Thogiti
Designation	Assistant System Engineer-Trainee
Institute Name	Methodist College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
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	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

*** 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	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

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



Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

DOC: - SA/TA/Hyd/2022/8082

Date: -24/08/2022

Dear Manideep T

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18,500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8082

Date: -24/08/2022

Dear Bure Kavitha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

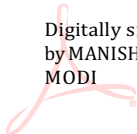
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8088

Date: -24/08/2022

Dear S Architha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8789

Date: -24/08/2022

Dear Shivakoti Vinay

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8091

Date: -24/08/2022

Dear N Leela Krishna

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8723

Date: -24/08/2022

Dear P Bhavani

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8875

Date: -24/08/2022

Dear Ch.Ambica

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

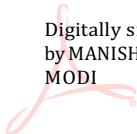
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8090

Date: -24/08/2022

Dear V Aparna

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

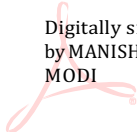
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8881

Date: -24/08/2022

Dear A Devan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8822

Date: -24/08/2022

Dear M Sunny

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

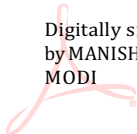
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8822

Date: -24/08/2022

Dear B Sathwika

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8793

Date: -24/08/2022

Dear Maliga Sathvika

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

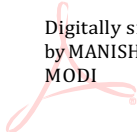
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8866

Date: -24/08/2022

Dear G Pramod

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

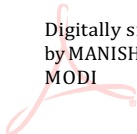
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8866

Date: -24/08/2022

Dear Ramesh Mudavath

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8855

Date: -24/08/2022

Dear Bharath Reddy B

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8844

Date: -24/08/2022

Dear Kudikela Sreelekha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8842

Date: -24/08/2022

Dear A Sowmya Chitra

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8841

Date: -24/08/2022

Dear Ch Pravisha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8956

Date: -24/08/2022

Dear Sindhuja J

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8666

Date: -24/08/2022

Dear Mohd Sujath

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8686

Date: -24/08/2022

Dear K Rhea Goud

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.


On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8780

Date: -24/08/2022

Dear Ramya Dupalli

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

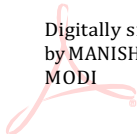
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8800

Date: -24/08/2022

Dear T Sujith Reddy

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8191

Date: -24/08/2022

Dear Dakshitha P

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8199

Date: -24/08/2022

Dear Kaushik Pabbu

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/8510

Date: -24/08/2022

Dear Aila Shreyas

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

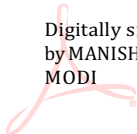
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9987

Date: -24/08/2022

Dear Nikhil P

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9987

Date: -24/08/2022

Dear B Rohith Reddy

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9875

Date: -24/08/2022

Dear M Sai Pranav

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9234

Date: -24/08/2022

Dear P Naveen

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9654

Date: -24/08/2022

Dear Y Karthikeya

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9222

Date: -24/08/2022

Dear Sai Dikshith

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.


On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9023

Date: -24/08/2022

Dear Gaurav P

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9100

Date: -24/08/2022

Dear Anudeep A

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

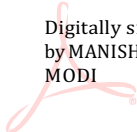
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9309

Date: -24/08/2022

Dear Praharsha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

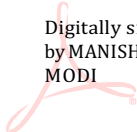
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9777

Date: -24/08/2022

Dear NPJ Neha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9777

Date: -24/08/2022

Dear Sai Dhanush M

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/9696

Date: -24/08/2022

Dear D Kiran Kumar Yadav

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

Podala Rajender

OFFER LETTER

STRICTLY PRIVATE AND CONFIDENTIAL

December 21st, 2022

To,
Podala Rajender,
 2-28, Himmah Nagar, Thimmapur, Warangal, Andhra Pradesh - 506316

Sub: Offer Letter

Dear Podala Rajender,

We are pleased to make you an offer for the position of **Systems Software Associate Programmer** at **TTEC Digital Analytics India LLP - Hyderabad ("TTEC")** with a start date of **June 15th, 2023**, on the following terms of employment:

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further detailed in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award (EMA)** program for the employees who complete a (six months) probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contribution and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Mediclaim Insurance will be provided to you as an employee of Company. Under the Med-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

Address:
 TTEC Digital Analytics India LLP, 20th Floor, 1-10-10/1000,
 NTRP Wing, NTRP-2, NTRP Commercial Project Ph. III,
 Kuntla Hill, Marjagade Hills, Hyderabad,
 Telangana, 506015, India

Company
 Reference



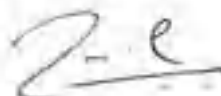
By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, previous and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and using such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

Sincerely,
 Authorized Signatory

Anil Gupta
 Vice President, Technology Consulting
 Digital - Segment
 TTEC Digital Analytics India LLP



DOC: - SA/TA/Hyd/2022/5421

Date: -24/08/2022

Dear Abdul Mateen

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

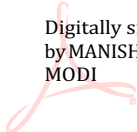
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/5421

Date: -24/08/2022

Dear R Sai Brindavan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

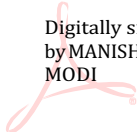
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/5768

Date: -24/08/2022

Dear Mohd Muzakir Mohiuddin

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

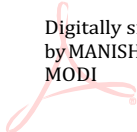
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment



Offer: Computer Consultancy
Ref: TCSL/DT20223131689/Hyderabad
Date: 24/11/2022

Mr. Nitin Sai Chandra Gubba
1-6-65/7/A,
Railway Station Road,
Mahabubnagar-509001,
Telangana.
Tel# -

Dear Nitin Sai Chandra Gubba,

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 **₹3,36,877/-** 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/DT20223131689

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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 ₹14,784/- 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 ₹5,914/- 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. 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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:

TCS Confidential
TCSL/DT20223131689

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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.



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. Work in SBWS mode

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

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



12. 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.

13. 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.

14. 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.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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



16. 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.

17. 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.

18. 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.

19. 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.

20. 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,

TCS Confidential

9

TCSL/DT20223131689

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



- 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

21. 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.



22. 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.

23. 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.

24. 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.

25. Data Privacy Clause:

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

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

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

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



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

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

DOC: - SA/TA/Hyd/2022/5523

Date: -24/08/2022

Dear Mukkera Sai Kiran Yadav

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

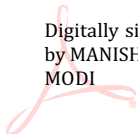
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/5526

Date: -24/08/2022

Dear Tandle Chetan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

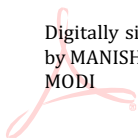
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/5568

Date: -24/08/2022

Dear Saki Sai Charan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

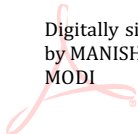
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/5574

Date: -24/08/2022

Dear R. Bhavani Shankar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

7. Birth Certificates.
8. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
9. ID Proof (Voter ID/ Passport)
10. Address Proof (Aadhaar Card Mandatory)
11. Pan card
12. 3 Passport size photographs.

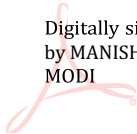
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/5511

Date: -24/08/2022

Dear Shaik Infarnuddin

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

7. Birth Certificates.
8. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
9. ID Proof (Voter ID/ Passport)
10. Address Proof (Aadhaar Card Mandatory)
11. Pan card
12. 3 Passport size photographs.

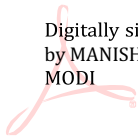
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/5516

Date: -24/08/2022

Dear Mohammed Jameeluddin

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

7. Birth Certificates.
8. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
9. ID Proof (Voter ID/ Passport)
10. Address Proof (Aadhaar Card Mandatory)
11. Pan card
12. 3 Passport size photographs.

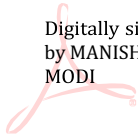
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment



Mu Sigma

Date: September 30, 2022

Navahal Siddhi Sharma
Candidate ID:C20231065
Stanley Group of Colleges

Dear Navahal,

Congratulations - We are thrilled to invite you to embark on a Decision Sciences journey with Mu Sigma, the world's largest pure-play Big Data Analytics & Decision Support company. With a worldwide footprint, Mu Sigma acts as a Transformation Sherpa for its customers in their endeavor to change the way they compete.

Since inception, Mu Sigma has challenged traditional paradigms of learning modes, problem-solving, decision-making, and leadership to enable and accelerate the journey of young problem-solvers into global leaders that transform the journey of Fortune 500 organizations. **Our model has demonstrated that young and fearless decision sciences leaders can be groomed through unrivaled training & unparalleled work experience.**

With Mu Sigma, you belong to a special category of people who are not only building a path-breaking Company, but also laying the foundation for a new industry. You have a rare opportunity to be part of a team that is defining the space of decision sciences, as well as challenging widely held business practices and beliefs along the way.

At Mu Sigma, you will be challenged and you will challenge every day – you will be encouraged and rewarded for questions over answers, for challenging the status quo, for asking 'why not' over 'why', for being daring enough to counter experience with experiments, and for being bold enough to question traditional knowledge with new learnings. You will solve complex problems for Fortune 500 giants across Retail, Healthcare, CPG, Insurance, Automobile, and many other industries by combining Math, Business Acumen, Technology, Behavioral Sciences, and Design Thinking.

We trust you are as excited as us by the opportunities the future holds, and if you are committed to evolving into an elite decision sciences leader, **we invite you to undertake this journey with us.**

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Your Decision Sciences Journey with us – Overview & Structure

During your course of employment, you will be learning and delivering value real-time every day.

Up to 120 Days: Induction & Training

You will undergo an immersive training in Mu Sigma's unique **Art of Problem Solving (AoPS™)** ecosystem to develop a problem-solving mindset that combines math, business, and technology with behavioral sciences & design thinking. You will be mentored to elevate your mindset, skillset, toolset, and you will be groomed by Decision Sciences practitioners who are abreast of current industry challenges and real-world problems, with access to Mu Sigma proprietary tools and central learning repository.

At the end of the program, you will be equipped with an experimentative, learning-driven and interdisciplinary approach to problem-solving and **you will be ready to be allocated in different fulfillment or enablement teams at Mu Sigma.**

Trainee Decision Scientist Journey

During your journey as a Trainee Decision Scientist, you will explore a wide range of cross-industry and cross-functional real-world problems with Fortune 500 customers across multiple industry verticals and business horizontals. You will have a 360° view to problem-solving and will experience the full life-cycle of a problem, all the way from problem-definition to solution implementation within the customer organization. You will observe first-hand, the impact of your work on the decisions of leading global organizations and innovate closely with the CXOs and senior leadership of industries.

Apprentice Leader Journey

Subject to satisfactory performance, you will be promoted to an Apprentice Leader (AL). As an AL, you will be a member of Mu Sigma's leadership community. You will be tasked with driving revenue growth, managing key accounts and customer relationships, mentoring Trainee Decision Scientists (TDS), and contributing to organizational initiatives.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



TERMS & CONDITIONS

Joining Date:

- We are pleased offer you the position of Trainee Decision Scientist with **Mu Sigma Business Solutions Private Limited** ('Company'). Your exact Date of Joining will be communicated on a later date.

Compensation:

- Once you execute the contract of employment and come on rolls of the Company on the communicated employment start date, your Cost to Company as mentioned in the Annexure 1.

Medical Insurance:

- In addition to the above, you will also be eligible for Medical Insurance covering hospitalization expenses of up to **INR 300,000** for you and up to three of your dependents defined as per Company medical insurance scheme.
- Critical Illness benefit cover: This will be in the form of a one-time payment of sum insured as per the company policy. This payment will be made only on the first instance of critical illness in the lifetime of the employee. This is applicable only for the employee.

General:

- This letter shall be a mere invitation to offer ("Offer Letter") and the acceptance of this Offer Letter is not to be considered as a binding contract guaranteeing employment for any specific duration. The Company reserves the right to vary or alter the terms and conditions of this Offer Letter and the right to revoke this Offer Letter without cause and without notice period of such revocation up to any time.
- You will be required to submit documents such as educational certificates, ID proof / Address proof, Aadhaar card, photographs. PAN etc. in due course and execute agreements, which includes standard non-disclosure and inventions assignment agreements and appointment letter/contract of employment between you and the Company.
- You may write to us at campus_india@mu-sigma.com for any queries regarding this offer.

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Governing law:

This Offer shall be governed, interpreted, and enforced by and in accordance with the laws of India and courts in Bangalore shall have the exclusive jurisdiction.

Acceptance of our offer:

Please acknowledge your acceptance by signing below. We look forward to your association with Mu Sigma and wish you all the best for a long and exciting career here.

Sincerely,

Deepa S. Mahesh

Deepa S Mahesh

Director

Declaration

I have carefully read and understood the terms of this offer letter including all the annexures and accept the same unconditionally.

Agreed to and accepted:

Candidate name

Signature

Date

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309



Mu Sigma

Annexure 1

S.No	Particulars	2024	2025	2026	2027	CTC over 4 jumps
1	Total compensation on Joining till Jan 2025	5,00,000 (PA)				
2	1st Jump - Jan 2025 Compensation Revision		6,50,000 (PA)			
3	2nd Jump - Jan 2026 Compensation revision			8,00,000 (PA)		
4	3rd Jump - Jan 2027 Compensation revision				10,50,000 (PA)	
5	Total Cost to Company					30,00,000

Penalty:

In the event that the employee decides to leave the Company within a 4-year period, there would be a penalty applicable in addition to serving a 60-day Notice Period. The penalty would be dependent on the tenure of employment with the Company. The exact amount of the penalty will be calculated per the table below:

Tenure calculated from date of joining	Penalty amount (in INR)
0 – 36 months	10,00,000
37 – 48 months	7,50,000

Mu Sigma Business Solutions Private Limited

Registered Office: Aviator Building, Level 14, Ascendas – ITPL SEZ Zone Whitefield Road, Bangalore, Karnataka - KA – INDIA – 560066

Tel: +91 80 7154 8000 | Fax: +91 80 7154 8060 | Email: info@mu-sigma.com | Website: www.mu-sigma.com

CIN: U74140KA2005PTC036309

OFFER LETTER**STRICTLY PRIVATE AND CONFIDENTIAL****December 21st, 2022**

To,

Jampa Ganesh,

16-11-16/4/5, Saleem Nagar Colony, Malak Pet, Hyderabad, Andhra Pradesh-500036

Sub: Offer Letter**Dear Jampa Ganesh,**

We are pleased to make you an offer for the position of **'Systems Software Associate Programmer'** at **TTEC Digital Analytics India LLP - Hyderabad ('TTEC')** with a start date of **June 15th, 2023**, on the following terms of employment.

Annual Total Compensation: Your total salary package including base salary, bonus and allowances will be **Rs. 632118 (Rupees Six Lakh Thirty Two Thousand One Hundred Eighteen)** per annum as further described in Appendix A to this Offer Letter. All mandatory taxes and withholdings will be deducted at source from your compensation.

Additionally, TTEC encourages and rewards employees who truly reach for amazing. As part of this effort, you are eligible to participate in a discretionary rewards program offered by TTEC from time to time. Currently, TTEC offers the **Extra Mile Award ('EMA')** program for the employees who complete 6 (six) months' probation period. Please note that this program may change periodically. An EMA reward will be paid in accordance with Company policy and based on your individual contributions and Company's overall performance, which will be dispersed on a quarterly basis.

Paid Time Off: you will be initially entitled to annual paid time off in accordance with TTEC's Employee Handbook and applicable law and regulations. Your paid time off shall be adjusted in accordance with applicable law.

Supplemental Benefits: Supplemental benefits, including Group Life, Group Accident and Medi-claim insurance will be provided to you as an employee of Company. Under the Medi-claim plan you may enroll your spouse and up to 2 children. The cost of the coverage will be paid for by TTEC. TTEC also complies with statutory requirements including the Provident Fund as per the PF Act and Gratuity as per the Payment of the Gratuity Act.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com


By signing this Offer Letter, you agree to undergo a background verification process that includes verification of your employment credentials, education, permanent and current address verification. In this context, you agree to share with TTEC as well as its representatives, all such personal information that it may require in this regard, and also agree to TTEC and its representatives collecting and storing such personal information and transferring the same, whether in India or abroad.

This Offer Letter's validity is contingent on the outcome of the background check being positive. Please sign and return the duplicate copy of this Offer Letter as your acceptance of our offer.

We look forward to working with you.

Sincerely,
Authorized Signatory

Amol Gupta
Vice President, Technology Consulting
Digital - Segment
TTEC Digital Analytics India LLP



I accept the above offer and will join on or before June 15th, 2023

Jampa Ganesh.

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com

APPENDIX – A

Name	Jampa Ganesh	
Business Unit	IX-Genesys	
Title	Systems Software Associate Programmer	
Level Code	P1	
Salary Head	Monthly	Annual
Fixed Salary – broken down as follows		
Basic	₹ 18192	₹ 218304
HRA	₹ 9096	₹ 109152
Meal Allowance	₹ 1250	₹ 15000
Professional Allowance	₹ 16942	₹ 203304
Total Fixed Annual Salary	₹ 45480	₹ 545760
Employer Contribution to Provident Fund	₹ 2183	₹ 26196
Internet Allowance	₹ 1200	₹ 14400
Total Gross Annual Salary	₹ 48863	₹ 586356
Extra Mile Award @ 2.5%	₹ 1137	₹ 13644
Insurance	₹ 1802	₹ 21624
Gratuity	₹ 875	₹ 10495
Total Cost to Company	₹ 52677/-	₹ 632118/-

***Note: EMA is a discretionary reward and will be paid based on your and Company’s overall performance.**

address

TTEC Digital Analytics India LLP, 10th Floor, Unit No 1001,
North Wing, Skyview 20, Divija Commercial Proper P L SEZ,
Survey 83/1, Serilingampally Mandal, Hyderabad,
Telangana, 500081, India

contact
ttec.com



*Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure
Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India*

Dear Bachhe Manusha ,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as Associate Technical Engineer based in Hyderabad, effective September 11, 2023. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you



May 8, 2023

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
<https://www.kyndryl.com/kyndryl>

Dear Bachhe Manusha

The terms and conditions of your employment contract at Kyndryl are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e September 11, 2023. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.
- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements.
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving Licence
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)



- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Hyderabad . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.



- You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
- You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
- You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
- You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com. To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.



- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance - A one-time amount of INR 50,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.



Kyndryl CONFIDENTIAL

ANNEXURE A

DATE	May 8, 2023		
NAME	Bachhe Manusha	BAND	4
DESIGNATION	Associate Technical Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>Kyndryl Offer (in INR)</u>	
1. Annual Basic Salary		215372	
2. Annual Flexible Benefit Plan (FBP)		258446	
3. Annual Reference Salary (ARS)		473818	
4. Retirals			
a) Provident Fund (PF)		25845	
b) Gratuity @ 4.8%		10338	
5. Annual Reference Salary + Retirals		510000	

In this role you will be eligible to participate in for a Corporate performance based annual bonus program. More information can be found under Kyndryl's Corporate Annual Bonus Pay Policy. Please note Kyndryl reserves the right in its sole discretion, to change, suspend, or terminate the bonus program at any time including, but not limited to, changing how the bonus pool is allocated or altering the payment amount at the region or country level. The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's annual bonus & PA program.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory

Ritwik Jha (Talent Acquisition Leader - India)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP has several components as listed below, with 2 of them being fixed amounts (basis your Annual Reference Salary), and allows you to choose from the rest of the benefit basket that suits your needs. For certain elements, you may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules and is capped at 8.33% of Annual Basic Salary. Please note: This allowance is subject to changes, basis local Govt regulations and company decision.
(b) House Rent Allowance	<p>It is part of FBP, and is paid as a fixed Amount in monthly payslip @ 60% of monthly basic (Please also refer to points A and B below)</p> <p>Please note that the tax benefit on HRA will be applicable based on relevant provisions of the Income Tax Act and actual proofs submitted. The above value only highlights how it appears in your monthly payslip.</p> <p>A. If your Annual reference Salary (ARS) is between INR 315001 to INR 378000, then monthly HRA is paid as a fixed amount at 50% of monthly basic. If your Annual reference Salary (ARS) is less than or equal to INR 315000, then there is no HRA component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the HRA component in payslip will change accordingly, as per the points outlined above</p>
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) Conveyance	<p>Conveyance is part of FBP and is a fixed amount @25% of monthly basic salary, capped at INR 25000 per month (Please also refer to points A and B below)</p> <p>A. If your Annual reference Salary (ARS) is less than or equal to INR 378000, then there is no conveyance component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the conveyance component in payslip will change accordingly, as per the points outlined above</p>
(f) "Flat" Allowance	Remaining FBP funds and is a taxable amount.



Annual Reference Salary	Annual Basic Salary + Annual FBP
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.

** The above components may undergo change at the discretion of the Company and in line with applicable law. For detailed information please refer to Company policies*



Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a coverage of up to INR 4 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining.

You have the option of enhancing this cover up to a maximum of INR 14 Lakh per year (incremental premium to be borne by employee). You also have the opportunity of purchasing insurance coverage for your parents & parents -in-law. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only newborn babies (within 30 days of the childbirth) and newly married spouse or partner (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis, unless otherwise stated in the policy.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciclaim Insurance Policy. Employees may enhance this coverage up to INR 25,000/- incrementally by selecting voluntary top-up policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.



ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women Kyndryl employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and Kyndryl Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer Kyndryl Maternity leave policy and Kyndryl Flexible work option policy in effect from time to time for more



details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, "Kyndryl"), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

'Confidential information or material' of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees' written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver's license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in



any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), "employee of Kyndryl" shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.

I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, "artist's rights" or "moral rights" in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivative works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that



cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.



Description of Excluded Development	Date Created	Named Party/Termination Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl. I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl.

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.



9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys’ fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee’s Full Name (please print)

Employee’s Signature

Employee Serial



*Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure
Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India*

Dear Poreddy Manaswini Reddy,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as Associate Technical Engineer based in Hyderabad, effective September 11, 2023. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you



May 8, 2023

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
<https://www.kyndryl.com/kyndryl>

Dear Poreddy Manaswini Reddy

The terms and conditions of your employment contract at Kyndryl are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e September 11, 2023. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.
- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements.
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving Licence
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)



- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Hyderabad . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.



- You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
- You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
- You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
- You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.



- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance - A one-time amount of INR 50,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.



Kyndryl CONFIDENTIAL

ANNEXURE A

DATE	May 8, 2023		
NAME	Poreddy Manaswini Reddy	BAND	4
DESIGNATION	Associate Technical Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>Kyndryl Offer (in INR)</u>	
1. Annual Basic Salary		215372	
2. Annual Flexible Benefit Plan (FBP)		258446	
3. Annual Reference Salary (ARS)		473818	
4. Retirals			
a) Provident Fund (PF)		25845	
b) Gratuity @ 4.8%		10338	
5. Annual Reference Salary + Retirals		510000	

In this role you will be eligible to participate in for a Corporate performance based annual bonus program. More information can be found under Kyndryl's Corporate Annual Bonus Pay Policy. Please note Kyndryl reserves the right in its sole discretion, to change, suspend, or terminate the bonus program at any time including, but not limited to, changing how the bonus pool is allocated or altering the payment amount at the region or country level. The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's annual bonus & PA program.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory

Ritwik Jha (Talent Acquisition Leader - India)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP has several components as listed below, with 2 of them being fixed amounts (basis your Annual Reference Salary), and allows you to choose from the rest of the benefit basket that suits your needs. For certain elements, you may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules and is capped at 8.33% of Annual Basic Salary. Please note: This allowance is subject to changes, basis local Govt regulations and company decision.
(b) House Rent Allowance	<p>It is part of FBP, and is paid as a fixed Amount in monthly payslip @ 60% of monthly basic (Please also refer to points A and B below)</p> <p>Please note that the tax benefit on HRA will be applicable based on relevant provisions of the Income Tax Act and actual proofs submitted. The above value only highlights how it appears in your monthly payslip.</p> <p>A. If your Annual reference Salary (ARS) is between INR 315001 to INR 378000, then monthly HRA is paid as a fixed amount at 50% of monthly basic. If your Annual reference Salary (ARS) is less than or equal to INR 315000, then there is no HRA component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the HRA component in payslip will change accordingly, as per the points outlined above</p>
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) Conveyance	<p>Conveyance is part of FBP and is a fixed amount @25% of monthly basic salary, capped at INR 25000 per month (Please also refer to points A and B below)</p> <p>A. If your Annual reference Salary (ARS) is less than or equal to INR 378000, then there is no conveyance component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the conveyance component in payslip will change accordingly, as per the points outlined above</p>
(f) "Flat" Allowance	Remaining FBP funds and is a taxable amount.



Annual Reference Salary	Annual Basic Salary + Annual FBP
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.

** The above components may undergo change at the discretion of the Company and in line with applicable law. For detailed information please refer to Company policies*



Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a coverage of up to INR 4 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining.

You have the option of enhancing this cover up to a maximum of INR 14 Lakh per year (incremental premium to be borne by employee). You also have the opportunity of purchasing insurance coverage for your parents & parents -in-law. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only newborn babies (within 30 days of the childbirth) and newly married spouse or partner (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis, unless otherwise stated in the policy.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciclaim Insurance Policy. Employees may enhance this coverage up to INR 25,000/- incrementally by selecting voluntary top-up policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.



ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women Kyndryl employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and Kyndryl Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer Kyndryl Maternity leave policy and Kyndryl Flexible work option policy in effect from time to time for more



details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, "Kyndryl"), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

'Confidential information or material' of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees' written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver's license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in



any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), "employee of Kyndryl" shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.

I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, "artist's rights" or "moral rights" in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivative works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that



cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.



Description of Excluded Development	Date Created	Named Party/Termination Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl. I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl.

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.



9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndrylin writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys’ fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee’s Full Name (please print)

Employee’s Signature

Employee Serial



*Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure
Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India*

Dear Sunkireddy Naga Akshaya,

Hope you are well.

It is with great pleasure we are writing to you to confirm your offer with Kyndryl as Associate Technical Engineer based in Hyderabad, effective September 11, 2023. We welcome you to join Kyndryl - the world's leading global managed infrastructure services organization - committed to powering human progress.

People are at the core of everything we do. The word Kyndryl is derived from kinship referencing our belief on how we build and nurture trusted relationships with our people and customers every day. And we have built long-lasting relationships with the leading Fortune 500 global customers across industries - for whom we design, build, manage, and run strong, secure, resilient and adaptive digital infrastructure capabilities. Combine this focus with the diversified skill sets of our workforce; the breadth and expertise of our technology portfolio, solutions, and services; and the scale at which we operate - we are committed to advancing growth, innovation, and impact in the world, for the world.

We are excited to have you join a team that embodies unbridled energy and creativity in all that they do for our clients. Your unique skill sets and your position will offer you an incredible opportunity to contribute, learn, and thrive on outcomes you aspire for yourself, the business, and clients.

The work we do is very important. And we do it on the grounds of transparency, trust, inclusion, integrity, and responsibility. We foster a culture that encourages open attitude, positive spirit, one that enables us to push ourselves and each other to do better, work flexibly and learn from each other at every step.

As Kyndryl becomes an independent organization, we are confident that you will cherish your experience of being instrumental in paving the way for organization's future growth and success.

We wish you an enriching and a great career at Kyndryl.

Thank you



May 8, 2023

Kyndryl Solutions Private Limited
(formerly known as Grand Ocean Managed Infrastructure Services Private Limited)
CIN: U72900KA2021PTC142940
2nd to 4th Floors, Block D,
Embassy Golf Links Business Park,
Off Intermediate Ring Road, Domlur
Bengaluru- 560071, India
<https://www.kyndryl.com/kyndryl>

Dear Sunkireddy Naga Akshaya

The terms and conditions of your employment contract at Kyndryl are detailed below. Please read these important details carefully, including your compensation and benefits.

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e September 11, 2023. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- If your joining location is Bangalore, onboarding will be held at Kyndryl India Private Limited, G1, Ground Floor, Manyata Tech Park, Nagawara, Bangalore.
- If you are not able to join the in-person onboarding and/or if you are experiencing symptoms, It is recommended that you refrain from travelling to the location. Contact your onboarding success partner and you will be invited to the next scheduled virtual onboarding session. If you are joining the in-person onboarding, please make sure you wear a mask and maintain social distance at the onboarding location besides adhering to the other COVID 19 protocol requirements.
- Onboarding sessions will be conducted virtually for all other locations.
- Please be informed that your onboarding schedule and details will be emailed to you 48 hours in advance, along with the venue and link to the session.
- On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:
- Relieving document from most recent employer - Relieving letter or Service Certificate or Resignation acceptance email with last Working day (LWD) confirmation.
- Passport and Pan card- If you do not have Passport or Pan card you need to bring one of the following IDs.
 - Voter ID card
 - Driving Licence
 - Aadhaar Card
 - Senior Secondary result/certificate with DOB and photo (for University hires only)



- In the absence of Passport and Pan card, apply for the same immediately and carry on one of the following as mentioned above to complete on boarding process.
- Disability certificate - If you have stated in your application to Kyndryl that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document - If you have ever changed your name at any point of time, and for any reason whatsoever.
- Valid Indian Work Permit, if applicable.
- Education documents (For University hires only): Degree certificate and all year mark sheets for the highest degree attained.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in Hyderabad . However, your services are transferable and you may be assigned to any other department, location or office of Kyndryl, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, Kyndryl frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with Kyndryl and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at Kyndryl is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize KYNDRYL to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with KYNDRYL are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining KYNDRYL or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- Kyndryl encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with Kyndryl, you will be required to comply with the following:
 - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.



- You agree to utilize Kyndryl's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to Kyndryl's business.
- You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of Kyndryl.
- You also understand and acknowledge that Kyndryl requires its employees to be productively and effectively utilized at all times. Kyndryl maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to Kyndryl's processes and policies.
- You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
- Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with Kyndryl.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Kyndryl's prior written authorization.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to Kyndryl operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- You will, by default, be enrolled in Kyndryl's Group Mediclaim Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in Kyndryl policies are subject to change at the Company's discretion. You will be entitled to earned leave / Vacation time off in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- All employees are required to read and comply with Kyndryl's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, Kyndryl shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join Kyndryl. The details on the National Skills Registry are available on www.nationalskillsregistry.com .To complete the registration process, you will be required to submit a photograph, a photo identity proof and registration fee of INR 300 + (Service taxes as applicable) - which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at Kyndryl office. Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.



- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to Kyndryl, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

Settling in Allowance - A one-time amount of INR 50,000/- towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 10th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) - no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from Kyndryl, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to Kyndryl. You may be required to repay to Kyndryl any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by Kyndryl, Kyndryl may recover all such amounts from your final settlement.



Kyndryl CONFIDENTIAL

ANNEXURE A

DATE	May 8, 2023		
NAME	Sunkireddy Naga Akshaya	BAND	4
DESIGNATION	Associate Technical Engineer	LOCATION	Hyderabad
<u>Compensation Components</u>		<u>Kyndryl Offer (in INR)</u>	
1. Annual Basic Salary		215372	
2. Annual Flexible Benefit Plan (FBP)		258446	
3. Annual Reference Salary (ARS)		473818	
4. Retirals			
a) Provident Fund (PF)		25845	
b) Gratuity @ 4.8%		10338	
5. Annual Reference Salary + Retirals		510000	

In this role you will be eligible to participate in for a Corporate performance based annual bonus program. More information can be found under Kyndryl's Corporate Annual Bonus Pay Policy. Please note Kyndryl reserves the right in its sole discretion, to change, suspend, or terminate the bonus program at any time including, but not limited to, changing how the bonus pool is allocated or altering the payment amount at the region or country level. The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining Kyndryl. Please note: Kyndryl reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's annual bonus & PA program.

OTHER BENEFITS:

- By default, you will be enrolled in the Group Medclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 30 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage



OTHER COMMITMENTS/ CONDITIONS



The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Kyndryl, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to Kyndryl on your on boarding day.

Signed By: Kyndryl Authorized Signatory

Ritwik Jha (Talent Acquisition Leader - India)

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING)

I agree that I have read, understand, and accept employment with Kyndryl under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and Kyndryl's acknowledgment of the same and the affixing of a signature by the Kyndryl representative shall be adequate to constitute a valid contract of employment between Kyndryl Solutions Private Limited and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

VERIFIED BY (FOR OFFICE USE ONLY - TO BE UPDATED BY ON BOARDING SPECIALIST)

SIGNATURE

PRINTED NAME

DATE



Kyndryl CONFIDENTIAL

Explanation of Compensation Components

Component	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. Flexible Benefit Plan (FBP)	The FBP has several components as listed below, with 2 of them being fixed amounts (basis your Annual Reference Salary), and allows you to choose from the rest of the benefit basket that suits your needs. For certain elements, you may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
(a) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of economy class airfare twice during a 4 year period as per Income tax rules and is capped at 8.33% of Annual Basic Salary. Please note: This allowance is subject to changes, basis local Govt regulations and company decision.
(b) House Rent Allowance	<p>It is part of FBP, and is paid as a fixed Amount in monthly payslip @ 60% of monthly basic (Please also refer to points A and B below)</p> <p>Please note that the tax benefit on HRA will be applicable based on relevant provisions of the Income Tax Act and actual proofs submitted. The above value only highlights how it appears in your monthly payslip.</p> <p>A. If your Annual reference Salary (ARS) is between INR 315001 to INR 378000, then monthly HRA is paid as a fixed amount at 50% of monthly basic. If your Annual reference Salary (ARS) is less than or equal to INR 315000, then there is no HRA component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the HRA component in payslip will change accordingly, as per the points outlined above</p>
(c) National Pension System (NPS)	It is a voluntary contribution. Maximum 10% of monthly Basic Salary.
(d) Meal Card	Voluntary contribution of INR 2,200/- or INR 1,100/- per month
(e) Conveyance	<p>Conveyance is part of FBP and is a fixed amount @25% of monthly basic salary, capped at INR 25000 per month (Please also refer to points A and B below)</p> <p>A. If your Annual reference Salary (ARS) is less than or equal to INR 378000, then there is no conveyance component and available FBP will be paid as flat allowance in your payslip.</p> <p>B. Note: If your Annual reference Salary (ARS) changes during your tenure at Kyndryl, the conveyance component in payslip will change accordingly, as per the points outlined above</p>
(f) "Flat" Allowance	Remaining FBP funds and is a taxable amount.



Annual Reference Salary	Annual Basic Salary + Annual FBP
3. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
(b) Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.

** The above components may undergo change at the discretion of the Company and in line with applicable law. For detailed information please refer to Company policies*



Kyndryl CONFIDENTIAL

Other Benefits– Additional Information*

Group Term Life and Accident Rider Coverage Scheme

Group Term Life Insurance Plan:

This is a company paid benefit which provides group term life coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for life coverage is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Personal Accident Plan:

This is a company paid benefit which provides group personal accident coverage to all employees of Kyndryl Solutions Private Limited. The benefit basis for accident coverage against permanent total disability, permanent partial disability and dismemberment is sixty times monthly basic salary subject to a minimum and a maximum coverage as stated in the policy. Coverage applies world-wide, 24 hours a day.

Group Mediciclaim Insurance Policy for Self and nuclear family (spouse and up to 4 children)

By default, you will be enrolled in the Group Medical Insurance Policy from the date of your joining with a coverage of up to INR 4 Lakh per year under Family Floater plan. As part of that, you can also enroll your immediate family (Spouse & up to Four children) through our Third-Party Administrator's (TPA) website within 30 days of your joining. If you decide to avail Medical insurance policy, there will be an applicable Co-share of premium deduction from your salary. If you wish not to be covered, you may choose to opt out within 30 days of joining.

You have the option of enhancing this cover up to a maximum of INR 14 Lakh per year (incremental premium to be borne by employee). You also have the opportunity of purchasing insurance coverage for your parents & parents -in-law. This is on an individual coverage basis and the premium incurred is to be borne by you.

Mid-term inclusion of only newborn babies (within 30 days of the childbirth) and newly married spouse or partner (within 30 days from the date of marriage) is allowed. The insurance coverage for the newly acquired dependent (spouse/child) will be with effect from the date of event (marriage/ birth whichever is applicable)

**Subject to enrolling the new dependent within 30 days from the date of event.*

All hospitalization claims under the Medical Insurance Policy pertaining to employee is borne by insurer at 90:10%. Claims pertaining to dependents (spouse, children and parents) will be borne by insurer and employee on a 80% : 20% basis, unless otherwise stated in the policy.

Critical Illness Buffer

This benefit is provided to help you and your nuclear family in times of medical emergencies. If an employee, spouse or child is diagnosed with any of the illnesses defined under the "Critical Illness Buffer" criteria, you can also be eligible for an additional amount of INR 7 Lakh for required treatment once the Family Floater and any additional cover (if taken) is exhausted. This is subject to available Corporate Buffer and policy T&C.

Domiciliary Benefit

Domiciliary expenses on out-patient care for employee, spouse and children up to a maximum of INR 10,000/- (at 50% Co-pay) is also provided to employees who participate in the Group Mediciclaim Insurance Policy. Employees may enhance this coverage up to INR 25,000/- incrementally by selecting voluntary top-up policy.

National Pension System (NPS)

NPS is a voluntary defined contribution-based scheme option provided to all Kyndryl Regular employees. It's a tax saving retirement vehicle for which you can enroll by declaring your monthly contribution, minimum Rs. 500 per month and maximum of 10% of your monthly Basic Salary on Kyndryl Intranet. You can find more details about this program on Kyndryl intranet.



ESIC

Until your monthly wages are up to INR 21,000/- per month, or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.

Compensation under Employees Compensation Act

All Kyndryl employees are entitled for compensation under the Employee's Compensation Act, 1923, as amended from time to time. The compensation under the Act will be inclusive of the coverage amount under Group term Life Insurance Plan and shall be paid under following circumstances:

- a) Incase of personal injury caused to an employee by an accident arising out of and in the course of his employment resulting in total or partial disablement of the employee for a period exceeding three days. Provided that the accident is not directly attributable to the employee having being under the influence of drink or drugs or willfully disobedience of any order expressively given for the safety of employees or willfully removal or disregard of any safety guard or other device provided for the purpose of securing safety of employees.
- b) Incase of any injury resulting in Death or permanent total disability.
- c) Incase of occupational disease as defined under the Act.

** For detailed information, please refer the Company's Intranet. Company benefits and policies are subject to withdrawal; change from time to time at the sole discretion of the Company and without the need of any prior notice to the employees.*

Maternity Benefit:

All women Kyndryl employees are entitled for maternity benefits in accordance with the Maternity Benefit Act, 1966 and Kyndryl Maternity Leave Policy as may be amended from time to time. These benefits currently include:

1) Maternity Leave for:

- a) Delivery: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 26 weeks of maternity leave with full pay of which not more than 8 weeks shall precede the expected delivery date.
- b) Miscarriage/Medical termination: In case of miscarriage or medical termination of pregnancy, a women employee is entitled to 6 weeks of leave with full pay immediately following the day of miscarriage or medical termination of pregnancy.
- c) Tubectomy: In case of tubectomy operation, a women employee is entitled to 2 weeks of leave with full pay immediately following the day of her tubectomy operation.
- d) Illness: Women employees suffering from illness arising out of pregnancy, delivery, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation are entitled to an additional period of 4 weeks leave with full pay.

2) Leave for Adoption/Surrogacy: Women employees who have been in continuous service for at least 80 days in the 12 months prior to the commencement of maternity leave are entitled to up to 12 weeks of maternity leave with full pay upon the adoption of a child or in case the employee has used the surrogacy arrangement.

3) Group Medical Insurance Policy covers expenses for pre and post natal consultations, prescribed medications and prescribed investigations incurred up to 60 days after maternity. The expenses covered are up to a maximum of INR 10,000 per maternity event. This benefit is a sub limit of the maternity benefit of INR 50,000 and is reimbursed on production of complete and detailed bill and documents.

4) Women employees returning from Maternity can opt for work from home option if the role or function allows for remote working.

Kindly refer Kyndryl Maternity leave policy and Kyndryl Flexible work option policy in effect from time to time for more



details in respect of the above benefits. For additional information including in relation to child care, please get in touch with your Manager or Human Resources Partner.



Kyndryl CONFIDENTIAL

ANNEXURE B - NON-DISCLOSURE AGREEMENT

Agreement Regarding Confidential Information, Intellectual Property, and Other Matters

Serial # : _____ Date Of Hire : ___ / ___ / _____

In consideration of my employment or my continued employment by Kyndryl, Inc. or one of its subsidiaries or affiliates (collectively, "Kyndryl"), which I acknowledge, and the payment to me of a salary or other compensation during my employment, I agree as follows:

1. I will not, without Kyndryl's prior written permission, disclose to anyone outside of Kyndryl or use in other than Kyndryl's business, either during or after my employment, any confidential information or material of Kyndryl, or any information or material received by Kyndryl in confidence from third parties, such as suppliers or customers. If I leave the employment of Kyndryl or at the request of Kyndryl, I will return to Kyndryl all property in my possession belonging to Kyndryl or received by Kyndryl from any third party, whether or not containing confidential information and whether stored on an Kyndryl owned asset or a personally owned asset, including, but not limited to, electronic data, electronic files, flash drives, cloud accounts, and other storage media, drawings, notebooks, reports, and any other hard copy or electronic documents or records. No employee is prohibited from reporting possible violations of law or regulation to a government agency, as protected by law.

'Confidential information or material' of Kyndryl (or any variations of such expression) is any information or material of a confidential or secret nature: (a) generated or collected by or utilized in the operations of Kyndryl; received from any third party; obtained in confidence from an entity Kyndryl acquired or in which Kyndryl purchased a controlling interest (including information or material received by that entity from a third party); or suggested by or resulting from any task assigned to me or work performed by me for or on behalf of Kyndryl; and (b) which has not been made available generally to the public, whether or not expressed in a document or other medium and whether or not marked "Kyndryl Confidential" or with any similar legend of Kyndryl or any third party. Confidential information covered by this Agreement consists of, without limitation: (i) trade secrets; (ii) proprietary information that does not rise to the level of a statutorily protectable trade secret that is made the property of Kyndryl through positive operation of law in the form of this mutual agreement of the parties; and (iii) information that is otherwise legally protectable. Confidential information or material may include, but is not limited to, information and material related to past, present and future development, manufacturing activities, or information about employees to which I have special access through a position of trust and confidence, such as human resources and payroll, and for which I have not received the employees' written consent to disclose (e.g. social security number, medical certifications, confidential personnel information, driver's license number, bank account information, passport information, etc.); marketing and business plans; pricing information; customer lists; technical specifications, drawings, and designs; prototypes; computer programs; and databases.

Notice of immunity from liability for confidential disclosure of a trade secret to the government or in a court filing: Notwithstanding the foregoing, an individual shall not be held criminally or civilly liable under any Central or State trade secret law for the disclosure of a trade secret if the disclosure (a) is made (i) in confidence to a Central, State, or local government official, either directly or indirectly, or to an attorney and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (b) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal (where so permitted under applicable law or by the concerned authority / court). An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal (where so permitted under applicable law or by the concerned authority / court) and does not disclose the trade secret, except pursuant to court order.

2. (a) During my employment with Kyndryl and for two years following the termination of my employment from Kyndryl for any reason, I will not directly or indirectly within the Restricted Area solicit, or attempt to or participate or assist in



any effort to solicit, any employee of Kyndryl to be employed or to perform services outside of Kyndryl. For purposes of this Paragraph 2(a), "Restricted Area" shall mean any geographic area in the world in which I worked or for which I had job responsibilities, including supervisory responsibilities, during the last twelve (12) months of my employment with Kyndryl. Also, for purposes of this Paragraph 2(a), "employee of Kyndryl" shall mean any employee of Kyndryl who worked within the Restricted Area at any time in the 12-month period immediately preceding any actual or attempted solicitation.

(b) I agree that, during my employment with Kyndryl and for one year following the termination of my employment for any reason, I will not directly or indirectly solicit for competitive business purposes any customer with which I was directly or indirectly involved as part of my job responsibilities during the last twelve (12) months of my employment with Kyndryl. The post-employment prohibition in this paragraph 2(b) does not apply to any Kyndryl employee whose work location is within the state of California.

I acknowledge that Kyndryl would suffer irreparable harm if I fail to comply with Paragraph 2(a) or (b), and that Kyndryl would be entitled to any appropriate relief, including money damages, equitable relief and attorneys' fees.

3. I will not disclose to Kyndryl, use in its business, or cause it to use, any information or material which is confidential to any third party unless authorized by Kyndryl. In addition, I will not incorporate, into any product used and/or sold by Kyndryl, any copyrighted materials or patented inventions of any third party, unless authorized by Kyndryl pursuant to Paragraph 5.

4. I will comply, and do all things necessary for Kyndryl to comply, with (a) the laws and regulations of all governments under which Kyndryl does business, (b) the provisions of contracts between any such government or its contractors and Kyndryl that relate to intellectual property or to the safeguarding of information, and (c) Kyndryl's corporate directives, including, without limitation, policies and information technology security standards issued from time to time as well as the Kyndryl Business Conduct Guidelines as amended from time to time.

5. I hereby assign to Kyndryl my entire right, title, and interest (including all worldwide intellectual property rights), in perpetuity, in any idea, concept, technique, invention, design (whether the design is ornamental or otherwise), computer programs and related documentation, other works of authorship, mask works, improvements, techniques, methods, formulas, processes, compositions of matter, compilations, discoveries, and data, etc. (all hereinafter called "Developments"), hereafter made, conceived, written, developed, improved, reduced to practice or otherwise created solely or jointly by me, whether or not such Developments are patentable, or subject to copyright, trade secret, or trademark protection or susceptible to any other form of protection which: (a) relate to the actual or anticipated business or research or development of Kyndryl; or (b) are suggested by or result from any task assigned to me or work performed by me for or on behalf of Kyndryl. If, by operation of law such right, title, and interest in Developments vest in Kyndryl upon creation, I acknowledge that such right, title, and interest belong to Kyndryl. Also, I hereby assign to Kyndryl my entire right, title and interest in any such Developments that were or are suggested by or a result of any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest to the extent that any such right, title and interest is not already owned by said entity.

In the case of any "other works of authorship", such assignment or ownership shall be limited to those works of authorship which meet both conditions (a) and (b) above.

I acknowledge that the rights, title and interest to any Developments (which is assigned to Kyndryl under this Paragraph 5) shall not be deemed to have lapsed if Kyndryl does not exercise the rights for any period and I agree to waive my rights under Section 19(4) of the (Indian) Copyright Act, 1957 and any other similar law of any jurisdiction.

If I have any rights, including without limitation, "artist's rights" or "moral rights" in the Developments that cannot be assigned, I hereby unconditionally and irrevocably grant to Kyndryl an exclusive, worldwide, fully paid and royalty free, irrevocable, perpetual license with rights to sublicense through multiple tiers of sublicensees, to: (i) use, reproduce, distribute, create derivative works of, publicly perform and publicly display the Developments in any medium or format, whether now known or later developed; (ii) use, make, have made, sell, offer to sell, import and otherwise exploit any product or service based on, embodying, incorporating, or derived from, the Developments, and (iii) exercise any and all other present or future rights in the Developments. In the event that I have any rights in the Developments that



cannot be assigned or licensed, I unconditionally and irrevocably waive the enforcement of such rights, and all claims and causes of action of any kind against Kyndryl or its customers.

California Notice: For Developments subject to California law, notwithstanding anything above to the contrary, I understand that this assignment does not apply to a Development which qualifies fully under the provisions of Section 2870 of the California Labor Code, which provides:

(a) Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:

(1) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or

(2) Result from any work performed by the employee for the employer.

(b) To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), the provision is against the public policy of this state and is unenforceable.

The above provisions concerning assignment or ownership of Developments apply to Developments created during the "Period of My Employment" by Kyndryl. "Period of My Employment" means the entire duration of my employment with Kyndryl including not only hours worked at Kyndryl's facilities and working on Kyndryl's business away from the facilities but also non-working off-hours such as weekends and other time spent outside of the office and not performing Kyndryl's work (such as during parental leave, vacations, and sabbaticals).

The assignment of Developments in this Paragraph 5 shall exclude any Developments in which I have a right, title, or interest and that were, prior to my employment with Kyndryl, (1) conceived and/or made solely or jointly by me; (2) written wholly or in part by me; or (3) expressly stated in an agreement that I executed with another party which precludes an assignment to Kyndryl (collectively, these exceptions to assigned Developments hereunder shall be known as "Excluded Developments"). Further, I acknowledge that I will not use, or cause to be used, any Excluded Developments in Kyndryl's business, research or development without a written or email authorization to do so from both my first and second line manager. For the avoidance of doubt, Excluded Developments shall not comprise any Developments that were or are suggested by or resulted from any task assigned to me or work performed by me for or on behalf of any entity that Kyndryl acquired or in which Kyndryl purchased a controlling interest, unless assignment of my right, title, and interest in the Development is governed by an agreement executed prior to my Kyndryl employment. I acknowledge and agree that if I use any of my Excluded Developments in the scope of my employment or include them in any product or service of Kyndryl, I hereby grant to Kyndryl a perpetual, irrevocable, nonexclusive, world-wide, royalty-free license to use, disclose, make, sell, copy, distribute, modify, and create works based on, perform, or display such Excluded Developments and to sublicense third parties with the same rights.

I hereby identify any and all Excluded Developments which are not published in a searchable public database (e.g., United States Patent & Trademark Office). In the following table I have provided a brief non-confidential description that sufficiently identifies the Excluded Development (e.g., title of publication), the creation date of the Excluded Development, and, to the extent my rights to the Excluded Development are governed by an agreement, the other named party to the agreement and the date the obligation terminates.

If I do not have any Excluded Developments to declare I have left the following table blank or have written "None," "Non/Applicable," or a similar designation.



Description of Excluded Development	Date Created	Named Party/Termination Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional pages may be attached, as appropriate to identify other Excluded Developments, if any. Kyndryl requires you to disclose Excluded Developments in this Paragraph 5. If you wish to interest Kyndryl in any Excluded Development, you may contact the Intellectual Property and Licensing Department at Corporate Headquarters, which will provide you with instructions for submitting it to Kyndryl.

6. In connection with any of the Developments assigned by Paragraph 5: (a) I will promptly disclose them in writing to the Kyndryl Intellectual Property Law Department; and (b) I will, on Kyndryl's request, promptly execute a specific assignment of title to Kyndryl or its designee, and do anything else reasonably necessary to enable Kyndryl or such designee to secure a patent, copyright or other form of protection therefore in the United States and in other countries. In addition, I agree to promptly notify the Kyndryl Intellectual Property Law Department in writing of any patent or patent application in which I am an inventor but which is not assigned by Paragraph 5 and which discloses or claims any Development made, conceived, or written while I am employed by Kyndryl. I also agree to promptly notify the Kyndryl Intellectual Property Law Department if, after I leave the employment of Kyndryl, I am contacted by anyone or any entity outside of Kyndryl regarding any transaction, legal or governmental proceeding, litigation or other legal dispute concerning or relating to any of the Developments assigned by Paragraph 5.

7. Kyndryl and its licensees, successors, or assigns (direct or indirect) are not required to designate me as an author of any Development which is subject to Paragraph 5, when it is distributed, publicly or otherwise, or to secure my permission to change or otherwise alter its integrity. I hereby waive and release, to the extent permitted by law, all rights in and to such designation and any rights I may have concerning modifications of such Developments.

I understand that any rights, waivers, releases, and assignments herein granted and made by me are freely assignable by Kyndryl and are for the benefit of Kyndryl and its subsidiaries, licensees, successors, and assigns.

8. I agree that Kyndryl, its services providers and other third parties authorized by Kyndryl will collect, use, store, make available to those who have a need-to-know, and otherwise process my personal information to establish, maintain and terminate my employment relationship with Kyndryl and for other legitimate business purposes, anywhere in the world. Such personal information, whether provided to Kyndryl, its service providers, or third parties directly by me or otherwise gathered, includes my name, photo, contact information, skills, compensation, performance, usage of Kyndryl assets, background check results, bank account information, and disability information.

I will not use for unauthorized purposes nor share with any unauthorized parties, either during or after my employment, any personal information about others to which I may have access during my employment at Kyndryl.

Kyndryl provides numerous opportunities for social computing through blogs, wikis, social networks, virtual worlds and other social media. I agree to comply with all Kyndryl policies and practices regarding use of social computing tools and I understand that I am personally responsible for the content I post on any social computing tools (whether on Kyndryl's internal platforms or on third party sites) and that any information I post, including any of my personal information, may be made broadly available to others, potentially inside or outside Kyndryl, who have access to these tools.



9. The term “subsidiaries,” as used in this Agreement, includes any entity owned or controlled, directly or indirectly, by Kyndryl.

10. This Agreement supersedes all previous oral or written communications, representations, understandings, undertakings, or agreements relating to the subject matter hereof, except as expressly agreed otherwise by Kyndryl in writing upon my hire or transfer of employment to Kyndryl. Any waiver of a term in this Agreement and any amendment to this Agreement may only be made in a writing signed by the Senior Vice President of Human Resources for Kyndryl and myself.

11. This Agreement shall be governed by the laws of India. All disputes shall be subject to exclusive jurisdiction of courts in Bengaluru, Karnataka. In the event that any one or more of the provisions of this Agreement shall be held to be invalid or unenforceable, the validity and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Moreover, if any one or more of the provisions contained in this Agreement shall be held to be excessively broad as to duration, activity, or subject, such provisions shall be construed by limiting and reducing them so as to be enforceable to the maximum extent allowed by applicable law. Furthermore, a determination in any jurisdiction that this Agreement, in whole or in part, is invalid or unenforceable shall not in any way affect or impair the validity or enforceability of this Agreement in any other jurisdiction.

12. I recognize that any violation of my obligations described herein would cause Kyndryl to suffer irreparable harm and can result in disciplinary action, including dismissal from Kyndryl, and any other appropriate relief for Kyndryl, including money damages, equitable relief and attorneys’ fees.

My agreement, and my acknowledgment of receipt of a copy of this Agreement, are indicated by my signature below.

Employee’s Full Name (please print)

Employee’s Signature

Employee Serial

2174143 / ELTP-CAMPUS / 2023

15-Dec-2022

Subject: Letter of Intent

Dear Ganesh,

This refers to the campus interview that you had attended.

We are pleased to inform that you have been shortlisted for a position of **Associate Software Engineer at Band U and Sub Band U1** in our Organization provided:

- ø You being medically fit, having completed your qualifying academic course with a minimum score of **70% or equivalent grade** as specified at the time of your selection, meeting the set eligibility criteria, including minimum of 70% or equivalent grade in all other courses completed by you prior to your qualifying academic course
- ø You complete the set of learning courses mentioned in **Annexure-A** and clear Tech Mahindra certification test.

On successful completion of the above, the Company may, at its sole discretion, offer you an employment opportunity with the following conditions:

- ø You will be under **probation for a period of 3 (Three) months** from the date of joining.
- ø You will be eligible for an Annual Salary package of **INR 325,000 (Indian Rupees Three Hundred and Twenty-five Thousand Only)**. Please refer to **Annexure - B** for breakup of your intended Annual Salary package.
- ø In addition, you will also be entitled for a one-time settlement Allowance not exceeding **INR 15,000, (Indian Rupees Fifteen Thousand Only)** if eligible, as per Tech Mahindra policy.
- ø At the time of joining, you are required to sign a service bond with Tech Mahindra. As per this bond, you will be required to serve Tech Mahindra for a period of at least 2 years from the date of your joining, failing which, you will need to pay a sum of **Indian Rupees 100,000/- (Indian Rupees One Hundred Thousand Only)** as liquidated damages to Tech Mahindra.
- ø You are required to mandatorily possess a valid Passport and Income Tax PAN Card at the time of joining the Company.



We request you to confirm to us your acceptance of the terms and conditions specified herein by signing and returning a copy of this Letter to Campus Joining Team on Campusjoining@techmahindra.com

This Letter of Intent shall cease to be valid on **30-Jun-2023** or issue of Offer of Appointment, whichever is earlier.

We look forward to you having a rewarding career with us.

Yours sincerely,
For Tech Mahindra Limited,



Krishna Ramaswamy

Head - Resource Management Group

Annexure - A

Learning and Certification

Selects to learn the below Udey courses in self-learning mode and earn the course completion certificate for each course

Detailed learning instructions will be communicated separately.

Category	Udey Course Name	Course Duration (in Hrs)
Programming Foundations	Programming 101	4.5
Data Structures & Algorithms	Data Structures A-Z : Data Structures + Algorithms Bootcamp	7.5
Web Programming	Complete Web Design Course: HTML, CSS, Javascript and jQuery & Vue JS	27.5
Linux Fundamentals	Learn Linux in 5 Days and Level Up Your Career	13.5
Shell Scripting	Bash Shell Scripting: Crash Course For Beginners	5.5
SQL	SQL for Beginners: Learn SQL using MySQL and Database Design	8
Python basics	The Python Bible Everything You Need to Program in Python	9
Cloud Computing	A Practical Introduction to Cloud Computing	2.5
Agile & Scrum	Agile Fundamentals: Including Scrum and Kanban - 2022	4.5
Software Testing	Certified Tester ISTQB Foundation Level (CTFL) - Updated 2022	9.5
Communication	The Art of Communications ? Become a Master Communicator	4
Email Writing	Write Better Emails: Tactics for Smarter Team Communication	1.5
Business Etiquettes	Business Etiquette 101: Social Skills for Success	4.7

Annexure - B

Total Cost to Company (TCC) (Per Annum)	325000
Components of Total Cost to Company	INR. (Per Annum)
Basic (@40% of Total Fixed Pay)	112394
HRA (@70% of Basic Pay)	78676
Bonus/Statutory Bonus	48000
Employer's contribution to Provident Fund (@12% of Basic Pay)	13487
Flexible Components of TFP ^	28428
Total Fixed Pay (Per Annum)	280985
Total Variable Pay (TVP) (Per Annum) (*)	31221
Total.....(A)	312206
Additional Benefits....(B)	12794
Gratuity	5407
Insurance Premiums (towards GTLI, GMIP and GPAI)	7387
Total Cost to Company (Per Annum) -----(A) + (B)	325000
^ Under the 'Flexible Benefits Plan', you are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.	
LTA	12,000
Meal Card (Max INR. 2200 per month)	26,400
Bonus / Statutory Bonus , if applicable, shall be paid in 12 equal monthly installments in advance along with your regular salary.	
(*) Maximum amount based on 100% performance; TVP shall be payable as per Variable Pay Program applicable for the Financial Year	
Additional Benefits : In addition to the above, you will also be eligible for the below-mentioned benefits -	
i) Gratuity : As per Payment of Gratuity Act	
ii) Insurance	
a) Group Term Life Insurance (GTLI) Coverage: You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of INR 20 lakhs to the beneficiary on the unfortunate death of the associate	
b) Group Medical Coverage Plan (GMIP): You would also be enrolled under the existing Medical Insurance scheme of the company with a cover of INR 3 lakhs (floating cover) applicable to Self , Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrollment of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be INR 2 lakhs .	
c) Group Personal Accident Insurance (GPAI) coverage: You would be enrolled under the Company's GPAI scheme with a cover of upto INR 5 lakhs payable in case of permanent disablement arising out of any unfortunate event of an accident.	

Letter of Intent (LOI)

Reference ID: SS/HR/LOI/23/010

17th March 2023.

Dear Chandrakanth Bhandghar,

This LOI refers to your application for employment with **STIC Soft E-Solutions Private Limited ("STIC Soft")** and subsequent discussions. Basis the information and representation provided by you, we are pleased to inform you that we have found you suitable for the role you applied, and your designation will be **Trainee Software Engineer**. Upon final scrutiny, a formal Internship Offer Letter with the compensation, terms and conditions, rules, regulations & policies ("Internship Agreement") will be issued.

Your date of joining will be shared shortly. The stipend during Internship duration will be **INR. 15,000/-** per month, (10% TDS will be deducted from this). After successful completion of internship and performance evaluation, you will be converted to full time employee and your annual CTC will be **INR 5,00,000/-**, this includes an annual performance bonus* of **INR 1,00,000/-**. This amount may vary depending on individual and STIC Soft's performance. The detailed information on compensation and benefits will be provided in your Offer Letter.

*Performance Bonus will be based on the technical competency demonstrated through skill-based assessment, Interview, and external Training post joining/Internship.

This document does not confer any rights or obligations upon you and STIC Soft, and as such does not constitute any contractually binding relationship between you and STIC Soft.

This LOI from STIC Soft is valid for 1 week from the date of the LOI. Hence, you are requested to accept or decline the LOI within 1 week from the date of the LOI. In case we do not receive any response from your end within the aforementioned time period, this LOI shall stand withdrawn, and will be considered as void. Any extension to the LOI validity will be at the sole discretion of STIC Soft. Please note that this LOI is not deemed to be considered for purposes of joining STIC Soft. For all onboarding formalities, the definitive Internship Agreement is required.

For further queries, related to Letter of Intent (LOI), please react out to HR at hr@sticsoftsolutions.com

Thank you for the interest and stay tuned to hear from us.

Yours sincerely,

For **STIC Soft E-Solutions Private Limited**

Swapnaja Mehta

Manager - Human Resources

Signature
Read & Acknowledged

Chandrakanth Bhandghar



Offer: Computer Consultancy
Ref: TCSL/DT20222839604/Hyderabad
Date: 24/11/2022

Mr. Manish Bale
1-3-30/3Road No 5,Krishna Nagar,
Near Old Weekly Bazar High School,
Jagitial-505327,
Telangana.
Tel# -9550264562

Dear Manish Bale,

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 **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** 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/DT20222839604

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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 ₹14,784/- 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 ₹5,914/- 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. 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 ₹60,000 over and above your CTC during the first year. The Learning Incentive pay outs made as per your eligibility are recoverable, if you cease to be employed with TCSL, within 12 months of joining TCSL.

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:

TCS Confidential

TCSL/DT20222839604

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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/DT20222839604

4

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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





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. Work in SBWS mode

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

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

12. 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.

13. 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.

14. 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.

15. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

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

16. 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.

17. 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.

18. 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.

19. 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.

20. 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 :

TCS Confidential

TCSL/DT20222839604

10

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



- *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

21. 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.

22. 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.

23. 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.

24. 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.

25. Data Privacy Clause:

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

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

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

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

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

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

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not

TCS Confidential
TCSL/DT20222839604

12



interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Manish Bale
Designation	Assistant System Engineer-Trainee
Institute Name	Methodist College Of Engineering And Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
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	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
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 Program.

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

*** 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	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure 2

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

Date: 10/19/2023

Mohan Reddy Saireddy

C12354996

House Number : 17-7/A/1/A/1 , New Mahindra Colony, Zaheerabad,Sangareddy,Telangana

8317676719

Dear **Mohan Reddy Saireddy**,

Based on our recent discussion with you, we are pleased to extend an offer to join Accenture Solutions Pvt. Ltd. ("Company or Accenture as the case maybe") in our Advanced Technology Centers, India, as per the below terms and conditions:

Job Profile - Packaged App Development Associate

Management Level - 12

Job Family Group - Software Engineering



Please refer to:

- Annexure I for the compensation and benefits details.
- Annexure II for documentation to be submitted by you.
- Annexure III Terms of Employment
- Annexure IV-Remote working conditions -Declaration
- Annexure V-Declaration

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college , which shall be completed, without any delay or extension, within the course timeline as prescribed by the college/institution/university, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

Your onboarding date will be intimated to you over a separate e-mail by Accenture onboarding team few weeks prior to your actual onboarding date. You will receive an email from Onboarding.doc.ase@accenture.com. You are expected to confirm to the same by responding to our email and share your acceptance to join us on the stipulated date.

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

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

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven Days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven Days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

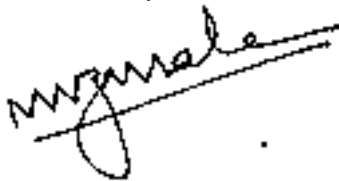
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale
Senior Managing Director
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

Mohan Reddy Saireddy

ANNEXURE I

COMPENSATION & BENEFITS

Annual Total Cash compensation structure as per the Company guidelines is:

Total Cash Compensation Elements	
	Annual (INR)
(A) Annual Fixed Compensation	3,83,000/-
(B) Individual Performance Bonus (IPB) earning potential (at maximum 8.5%)	32,500/-
Maximum Annual Total earning potential(A+B)	4,15,500/-
(C) Joining Bonus	
Joining Bonus (Refer to the section C)	INR 25,000/-
(D)# Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 13,800/-
Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)	INR 460700/-
(E)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
(F)Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

(A) Annual Fixed Compensation

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

(B) Individual Performance Bonus (IPB)

You will be eligible to participate in the FY24 (September 2023 to August 2024) Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

(C)Joining Bonus:

You would receive a discretionary joining bonus of INR **25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the first month's salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the full amount of joining bonus amount shall become payable by you and shall be repaid on termination of your employment/separation from the Company. You agree that any dues payable by you on termination/separation from the Company as aforesaid shall be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you agree to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated

by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

Benefits applicable for current Company financial year:

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Insurance policy	Coverage for	Coverage amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	INR 5,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to 2 times of your annual fixed compensation with minimum cover of INR 7,50,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse/partner and 4 dependent children up to INR 5,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to INR 20,00,000 and siblings up to INR 10,00,000 under a separate Insurance plan. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 children) up to INR 30,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse/partner and 4 dependent children
- 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to two times of your annual fixed compensation with minimum cover of INR 7,50,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay

depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5.You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of INR 2500.00/-, to be reimbursed on actuals along with appropriate supporting bills towards the following:

- Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
- Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
- Expenses towards movement of one vehicle including Road Tax / Octroi.
- Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates regarding your relocation assistance, 30 days before Date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type- Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any

partial or shortfalls that needs to be recovered from you.

GST Clause:

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

General Tax:

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

ANNEXURE II

Mandatory documentation at the time of onboarding:

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Certification Completion Document (as mentioned in the eligibility criteria)
9. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

ANNEXURE IV

REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

- You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your **Accenture Base Location**]
- Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

- I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.
- I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property.
- I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role.
- I agree and undertake to follow the work timings defined by my organization.
- I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role.
- I understand and confirm that I will be responsible for safety and security of the company assets assigned to me.
- I understand and agree that I will be responsible for my well-being, health and safety while working remotely.

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my **Accenture Base Location**.

ANNEXURE V - DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____ **Mohan Reddy Saireddy**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."



APPOINTMENT LETTER

To,

Date: 11/07/2023

Shankarolla Ramesh

**Address: 8-2-676/1/B/48/A,
Sri Ram Nagar colony,
Hanuman Temple, Khairatabad,
Telangana – 500034.**

Dear Mr. Shankarolla Ramesh,

We are pleased to extend to you this internship cum job offers, with iLenSys Technologies PvtLtd. This offer comes with a **CTC of 4,20,000** per annum in which first 6 months is training period during that time you would be paid monthly remuneration of Rs. 10,000/- (Rupees TenThousand Only) .

On successful completion of 6 months you will be converted as full time employee of iLenSys with annual CTC as stated above. As we discussed, your training is expected to commence from **1st August 2023** for a period of 06 months.

During your training you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. You agree that you will 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 the training,you will immediately return to the company all of its property, equipment, and documents, including electronically stored information.

ILENSYS TECHNOLOGIES PRIVATE LIMITED

8-2-293/82/L/231/ABC, MLA Colony, Road No 12, Banjara Hills, Hyderabad-500034, Telangana, India
CIN No : U72200TG2012PTC084563 | Phone : +91 040 66998246 | www.ilensys.com



By accepting this offer, you agree that you will follow all the Company Policies that are applicable in the organisation.

Additional clause(s):

1. You understand that your eligibility to employment with iLenSys Technologies Pvt Ltd is based on your performance and successful completion of the training program. Your performance will be reviewed every 2 months and the training will continue subject to your performance and successful clearance of evaluation process.
2. You will be required to give one month's prior notice thereof in case you decide to leave our services subject to the company's discretion during the training period.
3. You will have to arrange your own laptop/desktop during training program.
4. This offer is valid subject to your academic clearance and submission of provisional certificate on completion of final semester. In case of any backlogs or arrears offer may stand invalid.
5. You are expected to be flexible to any work, skills or training assigned by organization during employment tenure.

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

This job offer comes with a commitment of 2 years with bond amount of INR/- 2,00,000 starting from date of training commencement. In case if you wish to leave our organization before 2 years this amount will be recovered from your full and final settlement.

The details of your compensation breakdown are as below(Annexure 1). Salary payable on monthly basis.

ANNEXURE – I

COMPENSATION DETAILS (All figures in INR. per Month & Annum)

A	FIXED COMPONENTS	Monthly Components	Annual Components
	BASIC	10500	126000
	HRA	5250	63000
	SPL. ALLOWANCES	17485	209822
	LTA (Leave Travel Allowances)	0	0
	GROSS SALARY	33235	398822
B	STATUTORY BENEFITS		
	PROVIDENT FUND - EMPLOYER CONTRIBUTION (12% of Basic Salary)	1260	15120
	ESI- EMPLOYER CONTRIBUTION (3.25% of Gross Salary, if it is less than or equal to Rs.2,52,000/- per annum)	0	0
	GRATUITY (15days of Basic Salary on completion of 5 years)	0	6058
C	INCENTIVES /VARIABLE COMPONENTS		
	PLI (Performance Linked Incentive) (paid annually)**	0	0
	ANNUAL BONUS	0	0
	COST TO COMPANY (CTC) (A+B+C)	34495	420000
D	ADDITIONAL BENEFITS		
	GROUP TERM INSURANCE PREMIUM	0	3500
	GROUP HEALTH INSURANCE PREMIUM	0	6500
	TOTAL COST TO COMPANY (TCTC) (A+B+C+D)	34495	430000



OTHER BENEFITS

SCHEME	ELIGIBLE AMOUNT IN INR.	INTEREST	MONTHLY INSTALMENTS	MARGIN MONEY (To be borne by an employee)
MEDICAL INSURANCE	Rs.3,00,000 (Rupees Three Lakh Only) (COVERED)	NIL	NIL	NIL
GROUP TERM INSURANCE	Rs 10,00,000 (Rupees Ten Lakh only) (COVERED)	NIL	NIL	NIL
SALARY ADVANCE	2 Months Gross Pay of an employee or Rs.50,000/- whichever is minimum	NIL	5 (Five instalments only)	NIL

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

The operation of the Salary Advance is subject to change as per Company Policy. You shall be duly notified in the event of any such change.

**PLI is an annual component and will be paid on completion of next review cycle based on performance. In case of resignation, prorata payout will be reviewed on case to case basis.

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, 1972 including but not limited to the minimum service periods set forth therein.



In the event you choose to join the employer, please bring the following documents with you on the start date.

1. PAN number and copy of PAN
2. Form-16 from current employer if applicable
3. Passport number and passport copy
4. Copy of educational certificates, need originals for verification on joining date
5. Service certificates from previous employer(s), if applicable
6. Relieving letter, last drawn 3 Months pay slip and form 16 from last employer, if applicable
7. Three color passport photographs (self), with white Background
8. Address proof (e.g. telephone bill)
9. Aadhar Card copy

This offer letter supersedes all other previous or contemporaneous verbal or written representations, understandings or agreements relating to the subject matter of this offer between you and the employer or its affiliates.

We request you to confirm to us your acceptance of this offer including Appendix A, by returning a copy of this letter duly signed by you to tarun.borra@ilensys.com

Date of joining is **01st August 2023**.

Please do not hesitate to contact me if you have any further questions.

Sincerely,

Arun Kumar Pappusamy
Director

Accepted:

Shankarolla Ramesh

Date: _____



Appendix A

Terms and Conditions

1. M/s. iLenSys Technologies Pvt Ltd Associates are expected to complete series of trainings. After the successful completion of the training you will be certified by iLenSys Technologies Pvt Ltd
2. A background check may be conducted by us to screen you for possible criminal Records, substance abuse and to ascertain other facts mentioned by you. In case of discrepancy, the company reserves the right to cancel this appointment letter.
3. You will be initially on probation for a period of six months. Based on your performance and successful completion of probation you will be automatically confirmed for the remaining period.
4. Notice period: You will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.
5. The cost incurred to the organization during the time of your joining, including but not limited to relocation expenses, accommodation expenses, joining bonus, notice period buyout, will be deducted from the full and final settlement in case you decide to leave the organisation within a year of joining.
6. During the association period, iLenSys deserves rights to terminate your Employment, if there is a breach of compliance. In normal circumstances, there will be a four weeks advance notice.
7. Please note that the claim will be reimbursed only on submission of supporting documents which includes bills, payment receipts/statements etc. Claims will be processed only on satisfactory clearance from the approving committee of the documents submitted, Additional documents may be asked if need arises. Please plan all expenses accordingly.
8. Validity of the offer: 3 working days after date of issue.

Accepted:

Shankarolla Ramesh

Date:_____

Kundella Rani
D/o Balachandar

**PROCEEDINGS OF THE DEPUTY INSPECTOR GENERAL OF POLICE
POLICE IT&CO, TELANGANA, HYDERABAD.**

Present: Sri J. Sreenivasa Rao, M. Tech

C.No.1086/PC, Rectt./IT&CO/2024
DO No. 148/2024

Date: 14.02.2024

Sub: Police Department - Information Technology & Communications Organisation - Induction Training for SCTPCs - 2022 Notification - Selection Order - Issued - Reg.

- Ref: 1. Notification Re. No. 39/Rectt./Admn-1/2024, dt. 25.04.2022 of the Chairman, TSLPRB, Hyderabad.
2. Memorandum R.e.No: 57/Rectt./Genl.2/2024, dated 10.02.2024 of the Chairman, TSLPRB, Hyderabad.

ORDER:

Kum/Smt. Kundella Rani, D/o Baluchandar, Reg.No. 1589650, is selected to the Post of SCTPC (IT&CO) as per the reference cited under the provisions of TS Police (Stipendiary Cadet Trainee) Rules, 1999 (Telangana Adaptation Order, 2015) vide G.O.Ms.No.96 Home (Legal) Department, dated 31-12-2015, and its amendments issued from time to time.

The Selectee should undergo 9 (nine) months Induction Training in the Training Centre allotted to him / her and he / she will be paid an amount of Rs. 9000/- per month as Stipend during the training period from the date of commencement of training at the Training Centre. The Selectee shall not be entitled to any other allowances or special pay/s etc during the Training Period. This Selection is subject to the following conditions:

- 1) This Selection is subject to the outcome of the Orders if any, to be given in all the relevant WPs / SLPs pending in Hon'ble High Court / Supreme Court even after completion of Induction Training / regular appointment.
- 2) If any Certificate/s pertaining to Vertical Reservation including EWS / MSP Category or any Horizontal Reservation under which the Selectee is selected is / are found to be fake / false either during the Induction Training or at any instance even after completion of Induction Training / regular appointment, then services of such Selectee will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for producing of fake/ false Certificates.
- 3) If any discrepancy, inconsistency or irregularity concerning any factors that are covered under (a) Antecedents Verification, (b) Veracity of Certificates or (c) Medical Examination, Physical Fitness / Height are noticed during the Induction Training or at any instance even after completion of Induction Training / regular appointment then a report will be sent to the Chairman, TSLPRB for taking necessary action as per the Rules.
- 4) Induction Training schedule will be informed by the IGP (Training). On learning about the date of commencement of Induction Training, the Selectee will be summoned by the concerned Appointing Authority and he / she has to come prepared to undergo the 9 (nine) months Induction Training.

- 5) The Selectee should report on the designated date and place scrupulously, failing which, his / her selection is liable to be cancelled as per the Rules and Regulations of the Department. The Selectee has to join the Induction Training on the designated day as intimated by the Appointing Authority. If the Selectee fails to join the Induction Training within 7 (seven) days of commencement of the training without giving prior written intimation to the Chairman, TSLPRB then his / her selection is deemed to have been cancelled.
- 6) The Selectee shall submit a Security Bond for Rs. 5000/- (Rupees Five thousand only) on a 100-Rupee Non-Judicial Stamp Paper that he / she shall serve the Department on successful completion of the training for a minimum period of 5 (five) years from the date of his / her actual appointment. In the event of discharge from training for any reason, he / she has to pay-up the security amount in addition to the training expenses and remuneration / stipend received.
- 7) If the Selectee discontinues the Induction Training for any reason or is discharged from Training for unsatisfactory performance or misconduct, or if the Selectee resigns the job, then he / she is liable to repay the stipend or remuneration paid to him / her in addition to returning the cost of training incurred on him / her.
- 8) The Selectee shall adhere to discipline and good conduct in the training institution and shall show satisfactory progress during the period of training. If any irregularity, misconduct / misbehavior or deficiency is noticed during the training period, the Selectee is liable to be discharged. The Selectee shall be discharged from training without assigning any reasons and without issuance of any prior notice to him/her for unsatisfactory conduct or unsatisfactory performance.
- 9) The Selectee shall appear for all the prescribed tests during the training in all indoor and outdoor subjects. The Selectee is required to pass all the subjects according to the scheme of the examination. Those who fail in one or more subjects shall remain in the training institution and will be required to appear in the supplementary examination within a period of 2 (two) months from the date of completion of final examination. Candidates who are unsuccessful in the supplementary examination shall be discharged from the training and they will not be offered any appointment in the Department.
- 10) The Selectee shall not be entitled for any kind of leave during the 9 (nine) months Induction Training period. Absence from training exceeding one month due to medical disability shall result in temporary medical invalidation requiring the Selectee to undergo the training afresh with the next Batch of Induction Training, if found medically fit at that time.
- 11) As per Rule 6(iv) of Telangana State Police (SCT) Rules (Telangana Adaptation order, 2015) issued in G.O. Ms. No. 96 of Home (Legal) Department dated 31.12.2015, a Cadet who remains absent for a total period of 7 (seven) days is liable to be discharged by the Inspector General of Police (Training) from training after issuing notice and obtaining

high.

explanation and as per Rule 6(v), appeals can be made to the Chairman, TSLPRB within a period of 30 (thirty) days from the date of acknowledgment of the discharge orders. Appeals preferred after the prescribed period shall not be entertained.

- 12) After successful completion of Induction Training and passing of all the designated tests / examinations, the Selectee will be appointed in the Time Scale of Pay prescribed for Police Constables IT&CO and will be put on Probation for a period of 2 (two) years within a continuous period of 3 (three) years.
 - 13) The Selectee shall serve anywhere in the State of Telangana and at any place in India according to the exigencies of service.
 - 14) The Selectee shall follow all the instructions issued during the training carefully and shall exhibit exemplary conduct, discipline and devotion to duty at all times.
- Receipt of these Proceedings shall be acknowledged.


Deputy Inspector General of Police,
IT&CO, T.S., Hyderabad.

To
Kum/Smt. Kundella Rani, D/o Balachandar, Reg.No. 1589650 SCTPC (IT&CO)

Copy to:
Inspector and DSP Training, IT&CO, Hyderabad
The Principal, Learning Center, Begumpet, Hyderabad
DO book and Stock File

Copy to:
The Chairman, TSLPRB, Hyderabad
The Inspector General of Police (Training), Telangana, Hyderabad
The PAO, T.S., Hyderabad



Ref: NCLIL/HR/2022-23
Date: 29th July 2023

To
Mr. M. Saikrishna
Plot No. 28, Fathullaguda, GSI Bandlaguda
Nagole, Hyderabad
Telangana - 500068
Cell: 7013532711

Email ID: krishna.manimedda@gmail.com

ORDER

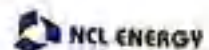
This has reference to your application and subsequent interview you had with us, we are pleased to offer you training as a **Graduate Engineer Trainee (Instrumentation) - Doors Division** based at Malkapur on the following terms & conditions:

1. The company will impart training for a period of ONE YEAR for enabling you to learn the work. The company will be the sole judge of nature, mode, method and period of training. The training commences on 02nd August 2023.
2. The period of training stated in Clause-1 shall be liable to be extended or dispensed with at the discretion of the company.
3. The training will not confer any right of employment on you or any obligation on the company to give you employment.
4. During the period of training, the company will pay CTC of Rs. 2,63,616/- (Indian Rupees Two Lakhs Sixty Three Thousand Six Hundred and Sixteen only) per annum as per Annexure - 1, provided you show adequate aptitude for learning and your conduct is satisfactory. No other allowances or benefits be payable to you and you are not eligible for any facility or perquisites like regular employees.
5. During the period of training you shall be subject to strict discipline and shall be bound to observe the same. You shall obey the rules and regulations of the company.
6. During this period the company may at any time discontinue your training if in the opinion of management having regard to your progress, discipline and otherwise you are considered not fit to be retained for future responsibility with the organisation.



Contd...2

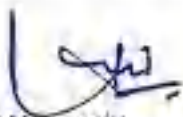
Regd. & Corporate Office: 7th Floor, NCL Pearl, Near Rail Nilayam, S.D. Road, Secunderabad-500 026, Telangana, India,
T : 91-40-30120000, 2980 7868/69, Fax: 91-40-2980 7871, E-mail: ncl@nclind.com | Website : www.nclind.com



..2..

7. The training shall be given to you on all working days during the general and shift work hours and such hours shall be alterable at the sole discretion of the management.
8. During the period of training, you have to make your own transport arrangements for reaching the works.
9. You are liable to be transferred from one department / section / organization to another depending upon the exigencies of work.
10. You will be allowed Paid Leave of 9 days per annum besides holidays as observed at the respective location and you will not be eligible for any other kind of leave.
11. If any dispute or difference arising out of this training, the decision of the Management shall be final.
12. The period of training will not be counted for any purpose.
13. During the training period, training can be discontinued by either side, by giving one month notice in writing in advance, or one month payment in lieu thereof.
14. Please sign a copy of this letter in acceptance of the offer.

For NCL INDUSTRIES LIMITED



M. Nagaraju
General Manager – HR & GA

I accept the above terms and
Conditions of the Training.

(M. Saikrishna)

Annexure – 1

Name of the Candidate : Mr. M. Saikrishna
 Division : Doors Division
 Proposed Designation : Graduate Engineer Trainee (Instrumentation)
 Qualification : B.Tech (ECE)
 Location : Malkapur
 Joining Time : 02.08.2023

SI No.	Description	Per month	Per Annum
A	Monthly Payables		
	Basic	10984	131808
	House Rent Allowance	4394	52728
	Professional Pursuits Allowance	0	0
	Medical Allowance (Monthly)	0	0
	Other Allowance	4622	55464
	Gross Salary	20,000	2,40,000
B	Employee Benefits / Reimbursement		
	Medical Benefit (Quarterly)	0	0
	Leave Travel Allowance (Annually)	0	0
	Total Benefits	0	0
C	Statutory		
	Employers's Contribution to EPF/EPS	1318	15816
	ESI (Employers's Contribution)	650	7800
	Bonus	0	0
	Gratuity	0	0
	Total Statutory	1,968	23,616
	Total CTC	21,968	2,63,616

For NCL INDUSTRIES LIMITED



M. Nagaraju
 General Manager – HR & GA

DOC: - SA/TA/Hyd/2022/7032

Date: -24/08/2022

Dear P Nikhil Kumar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7032

Date: -24/08/2022

Dear B Anmol

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

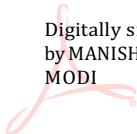
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7892

Date: -24/08/2022

Dear Y Gangasai

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

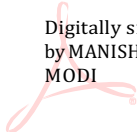
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7689

Date: -24/08/2022

Dear A Roshan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

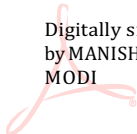
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7752

Date: -24/08/2022

Dear N Jhansi

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

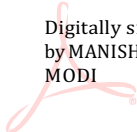
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7092

Date: -24/08/2022

Dear Pavan Kumar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

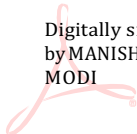
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7400

Date: -24/08/2022

Dear Khaleel

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

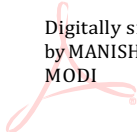
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7109

Date: -24/08/2022

Dear S.Ramesh

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

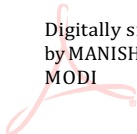
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7320

Date: -24/08/2022

Dear Nisheet B

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7967

Date: -24/08/2022

Dear J Ganesh

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI

Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7967

Date: -24/08/2022

Dear Baddam Jayasri

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7888

Date: -24/08/2022

Dear M Sumedha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

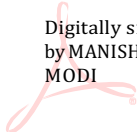
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7899

Date: -24/08/2022

Dear P Surekha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.


On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7899

Date: -24/08/2022

Dear V Sathvika

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

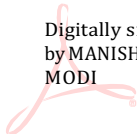
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7991

Date: -24/08/2022

Dear Syed Akhlaq

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/7003

Date: -24/08/2022

Dear Nylaady Kумmar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6742

Date: -24/08/2022

Dear Mohd AdnanKhan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

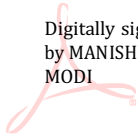
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6949

Date: -24/08/2022

Dear B Abhinav Goud

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

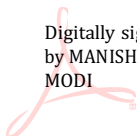
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

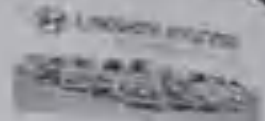
Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment



Lakshmi Institute of Automobile Technology [LIAT]
OJT Allocation of Trainee Service Advisor to Service Centers



DATE April 11, 2023

TO The Service Manager
Lakshmi Hyundai Lbnagar
Service Center Hyderabad

SUB OJT Allocation of Trainee Service Advisor to the Service Center


The following 23rd batch Trainee Service Advisor from Lakshmi Institute of Automobile Technology [LIAT] Nizampet are allocating to Service centers for OJT from May 04, 2023. During this training period he has to be paid Rs.13000/- to B-Tech (Mech) Candidate as monthly stipend.

They will be called later for Theory classes and Soft Skills training to Nizampet LIAT.

The following trainee is reporting to your service center

1. Mitte Akhila

Kindly permit him to undergo training in your workshop.


Malik Siddique Ali Khan
Sr. Manager Development & Training

CC = HR Executive
Accounts



Offer: Computer Consultancy
Ref: TCSL/DT20223200950/Hyderabad
Date: 24/11/2022

Mr. Sai Vamshi B
8-2-676/1/B/11/4 Road No 12,
Sree Ram Nagar,
Hyderabad-500034,
Telangana.
Tel# 91-6301451231

Dear Sai Vamshi B,

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 **Engineering & Industrial Services and Internet of Things (EIS & IOT)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** 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/DT20223200950

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Hyderabad, No. 1 Software Unity Layout, Madhapur, Hyderabad 500 081, India

Tel: 91 40 8867 2000 Fax: 91 40 8867 2272 Website: www.tcs.com

Regional Office: Normal Building, 9th Floor, Nanman Point, Mumbai 400 021

TCS Career Site: www.tcs.com | 1 800 209 3111 Email: careers@tcs.com



Date: 28-Aug-23

Dear: Mohammed Abeduddin

Sub: Letter of Intent

Congratulations! You have been selected for the Apprenticeship training with Genpact India Pvt. Ltd.

The process of joining as Apprentice involves registration on the Govt. portal, followed by release of Contract letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take some time to get completed. During this period, representative from Genpact hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your engagement with Genpact as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and some of the non-statutory benefits, details of which will be communicated separately at the time of joining, which are offered to employees at Genpact.

Monthly Stipend: INR 15000

We thank you for showing interest in the position of Apprentice at Genpact and look forward to an early joining.

For Genpact India Pvt. Ltd.

Signature:

Name: Rajeev Khatri

Designation: VP

Next Steps

Genpact India Private Limited
D/F City Phase V
Sector 03
Gurgaon, Haryana (G29AC), India
T: +91 124 261 2000 F: +91 124 462 2074

CIN: U71201-2019PTC027803
Regd. Off: 124 (Sector Phase V, Plot No. 02)
Building, F, Tower 100g, New Delhi-110001
www.genpact.com

Transformation
Happens Here

DOC: - SA/TA/Hyd/2022/6876

Date: -24/08/2022

Dear Y.Harish Kumar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

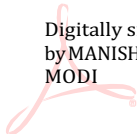
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6876

Date: -24/08/2022

Dear Shoeb Aktar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6884

Date: -24/08/2022

Dear P.Karthik Singh

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

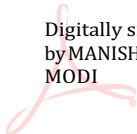
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6897

Date: -24/08/2022

Dear U.Naresh

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.


On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6895

Date: -24/08/2022

Dear Vadde Sai

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

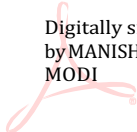
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6928

Date: -24/08/2022

Dear A.Nikhil

Kumar

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6928

Date: -24/08/2022

Dear T.Alivni

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6928

Date: -24/08/2022

Dear Ch.Shiva

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

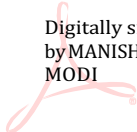
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6936

Date: -24/08/2022

Dear M.Manisha

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

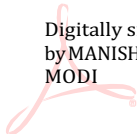
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6943

Dear
A.Prashanth

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6938

Date: -24/08/2022

Dear CH.Sricharan

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

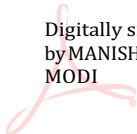
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6938

Date: -24/08/2022

Dear Mirza Fahd Baig

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

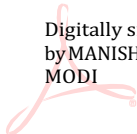
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6927

Date: -24/08/2022

Dear P.Vishnu

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with mark sheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

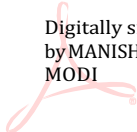
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment

DOC: - SA/TA/Hyd/2022/6949

Date: -24/08/2022

Dear P .Tharun

Subject: -Conditional LOI

This Conditional **LOI** is in the reference of the interviews that you had with us; we are happy to offer you the position of **Trainee Analyst** with **Savantis India**.

Your place of training will be at **Hyderabad..** During the training period you are neither paid nor charged anything.

Please note you should not have any Active Backlogs during the time of training.

Also note that your final appointment will be subject to successful completion of the training and final assessment by end client. On selection by the end client you will be provided Appointment letter.

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

On the first day of training, you need to bring self-attested photocopy and original documents of following documents for verifications and records.

1. Birth Certificates.
2. Original and self attested copy of all Academic certificates starting from 10th,12th and Graduation along with marksheet.
3. ID Proof (Voter ID/ Passport)
4. Address Proof (Aadhaar Card Mandatory)
5. Pan card
6. 3 Passport size photographs.

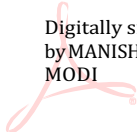
On successful appointment you will be paid **Rs 18, 500/- (Eighteen Thousand Five Hundred only)** per month as stipend amount and working as **Trainee Analyst**. You will always have opportunity to absorbed by the client and grow to a senior position from future career perspective.

The training will commence on **4th Sept., 2023** Your final assessment dates from the client will inform you during the training period.

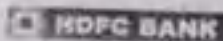
Welcome to Savantis India Family.

Sincerely,

Digitally signed
by MANISH
MODI



Manish Modi
Manager Recruitment



HDFC Bank Ltd.
2 Floor, Green Garden
Building, 14th Cross, 1st Stage,
5th Mile, Bellary Road, Bangalore
560045
Member since 1994

Appointment Letter

Reference & Confidential
Date: 01-03-2023

Name: Siddhant
Location: Hyderabad
Probation Date of joining: 07-03-2023

Dear Sir,

Further to the interview & decision you had with us, we are pleased to offer you as Virtual Core-TPP Assistant verification officer in RPLBanking - Virtual Core at Greenway Building, Hyderabad on the following terms and conditions:

Grade: -G1

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	128316	9793
HRA	64158	5200
Provident Fund	35432	2864
Total Fixed Pay	208906	17333

The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable in accordance with the provisions of the applicable tax structure.

Provident Fund:

will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your basic salary towards provident fund in accordance with applicable laws.

Details of your remuneration and benefits are given in Annexure.

Probationary Period:

You will be on probation for a period of six months or such extended period as may be decided by the Bank but not exceeding 12 months during the probation period.

On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the post in writing.

Resignation Period:

When you decide to leave the Bank's services after confirmation, you will be required to give thirty days notice. The Bank can decide to waive or reduce the notice period depending upon the exigencies. In such case, you would be entitled to the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to pay 30 days notice or Salary in lieu of notice.



eTeam InfoServices Private Limited

Vadiyala Akhila
5-5 Pedda Amberpet,
Pedda amberpet, Rangareddi,
Rangareddi, Andhra Pradesh-501505

Date: April 14, 2023

Dear Vadiyala,

Subsequent to our discussion, we are pleased to appoint you in eTeam Infoservices Pvt. Ltd as “**Transaction Processing Representative**”. You are expected to join on or before “**April 20, 2023**”, failing which, eTeam reserves the right to rescind this letter.

You will work out of our client “**Accenture**” office and your Annual Cost to Company (CTC) will be **Rs. 2,04,000 (Rupees Two Lakhs and Four Thousand Only)** as detailed in Annexure “**A**”.

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which would be amended from time to time.

I) DOCUMENTS

You shall produce at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, it may affect your joining or processing your first pay.

This appointment is offered based on your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your service at any time without notice.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)

II) SALARY

a) Your annual remuneration is as specified in Your Appointment Letter.

b) This compensation package has been customized for you after taking into account your qualifications, and relevance of experience and your role and responsibilities.

c) You will be required to strictly **maintain the secrecy** and ensure that you do not divulge or communicate in any manner, any information regarding **your remuneration/terms of employment**, to any other employee, except to the Head of your department and the Head of HR Dept. of the Company.

d) In the similar way, when deputed to work/interact **at the client site**, you are expected to **maintain full confidentiality regarding your salary packages** and expected not to discuss or disclose the same to any member of the client staff in the interest of maintaining and promoting good and ethical functional business relations with other clients.



eTeam InfoServices Private Limited

e) Please note that the salary structure of the Company may be altered modified at any time without prior notice and other terms may accordingly be altered modified at any time. Further salary, allowances and all other payment benefits will be governed by the Company's rule as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source.

III) TERMINATION

a) Your employment will be subject to termination by 30 days written notice or salary in lieu in case of resignation.

b) The Company, however, reserves the right to terminate without any compensation and notice for a 'Cause.' The term 'Cause' shall be used in the document mean (i) the commission of a crime involving moral turpitude, theft, fraud or deceit; (ii) conduct that has an adverse effect on the Company's reputation; (iii) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (iv) gross negligence or deliberate misconduct; (v) any material breach of terms and conditions specified in this letter; or (vi) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer; (vii) thereof for misconduct breach of responsibilities or providing sensitive confidential information to competitors/clients or non-performance or absconding from duties and the Company reserves all the rights to take Legal actions against the Employees.

c) Employee cannot use his/her accumulated leave to serve Notice Period.

d) When you formally resign from the Services of the company, the company may, at its discretion, permit you to pay up for the notice period in lieu thereof.

e) Your services can be terminated if failed to clear background check and report status is Amber/Red with or without notice/compensation.

IV) ABSCONDING WITHOUT NOTICE

In case, if you are on unplanned/unapproved leaves or any such leaves, which has been taken without any prior approval from the Reporting Manager for three or more than three Consecutive Days, in that case, it shall be deemed that you are no more interested to Work with us and will be declared abscond from the Services. Furthermore, Incase if you quit the Job without serving proper notice period as stipulated in the Appointment letter with eTeam Infoservices Pvt Ltd., or its client, you shall be considered as "Abscond". You shall serve notice period of 30 days

In such an event, the company has own the rights to pursue for legal action, if wishes to do so, against you and you shall be liable to bear all the Cost which include Jurisdiction Cost, Financial Loss, Value loss etc. or any such loss which has impacted by any means to the company or its Clients.

V) SALARY REVIEW

Your Salary will be reviewed periodically as per the policy of the Company detained from time to time. Increments will be solely based on your progress in the Company. Taxability of the salary and benefits will be as per Income Tax Rules.

VI) GENERAL

a) Medical Fitness

Your appointment with Company will be subject to your being found medically fit and certified by your family doctor and also subject to receipt of satisfactory references. We would require you to complete medical formalities before you join the organization.



eTeam InfoServices Private Limited

At any point of time during your service with the Company, if you are found to be unfit or incapacitated to give your service in medical grounds, you will be liable for termination from the services of the Company. The opinion of the Doctor appointed authorized by the Company in this regard will be taken as final and binding.

b) Absence

Any absence for a continuous period of THREE days of unsanctioned leave, including your overstaying the period of leave by THREE days (i.e. a total of SIX days of not reporting to work without prior intimation) may automatically make you lose your lieu on the service, and your service shall automatically stand terminated without any notice or any Compensation in lieu of such notice (as stated in the notice period of this letter) or even intimation from the Company. In such a situation you will be liable to pay one month's gross salary to the Company as liquidity damages.

c) Responsibilities and Job Description

The Company reserves the right to assign the responsibilities and job description and allocate additional functions in your jobs description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of employment. You will be required to work on any project assignment in India or Abroad on which the Company may depute you from time to time. You will be required to document all your work on regular basis, as per the Company rules.

d) Training

You will be required to undergo various specialized (internal/external) training which the Company may arrange for you from time to time and you will be required to adhere to the schedule as specified for the training programs.

e) Duty Hours

You shall attend office according to the rules prevalent from time to time. You may also be called upon to attend to your duties as and when required in shift or on holidays, in accordance with exigencies. In view of your position, it may be necessary for you to undertake such work, as well as undertake tours and travel.

During overseas deputation you will be required to strictly follow the rules and regulations of the client and Company. All the Leaves have been pre-defined by the Organization basis on the Business and Client requirement at the Start of Every year and it may differ from location to location, or Client to Client basis on the Business purpose and it can be changed, subject to matter of Organizational or Client requirement.

f) Time Sheet /Time Sheet Approvals

You are required to ensure submission of your attendance through Manual Time Sheet or Time Sheet Link Approval or Soft Copy or Hard Copy or by any means, by 02nd of Every Month to ensure Salary processing on time. All the Time Sheets has to be duly approved and signed by your Supervisor either in soft copy or hard copy with submission as per the Stipulated time.

Employee has to ensure that his/her manual time sheet or time sheet link approval from respective Project Manager / Supervisor has to be submitted on 1st day of every month. In case, if timesheet approved after 05th of that specific month, in that case, salary will be processed on 15th of every month. In Case, if employee fails to submit the Time Sheet with necessary approvals, he/she will not be eligible for Salary in absence of Attendance or necessary approval.

h) Location/Travel

You will be presently based at your Project's Location. It is understood that this appointment will involve your posting or travel anywhere in India or abroad.

i) Commitments



eTeam InfoServices Private Limited

It should be clear to you that there are no other commitments made by the Company in terms of your compensation or otherwise other than what is mentioned in the appointment letter.

j) Professional Ethics

You will be required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonestly in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your Service would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

k) Usage of Software/Hardware

You are strictly prohibited from bringing any unauthorized infringed copies of software in the office premises, from any external sources or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act. Non-compliance of this rule will be regarded as a serious offense and will be subject to disciplinary action.

l) Code of Conduct

You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company and not indulge in activities of personal interest & / or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues.

While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use / possession of the same is ground for disciplinary action including dismissal.

Whenever there is a change in your personal information, you shall notify the same to the Company, in writing with proof within three (3) days.

VII) INTERNET POLICY

It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location.

You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.

VIII) NON - COMPETE CLAUSE

Employee agrees that during the terms of this agreement and a period of twelve (12) months following the termination of the Employee's employment or twelve (12) months following the Term date or the Termination date of this Agreement, which is later, the Employee shall not directly or indirectly, on behalf of any individual or entity, be employed by an Company client, vendor, broker, end-client, end-user or any entity introduced to the Employee by Company or any entity that employee provided services for or through pursuant to Employee's obligation under this Agreement.



eTeam InfoServices Private Limited

Employee further agrees not to solicit, accept or divert any employment, business, and computer consulting contracts or make any contacts with any client, vendor, end-client, and end-user otherwise take away from the Company any business the Company had or was actively soliciting during the Employee's employment. This para shall survive the termination or expiration of this Agreement.

IX) NON-SOLICATION

The employee agrees that during Employee's employment with the Company and for twelve (12) months thereafter the Employee will not directly or indirectly solicit the employment, consulting or other services of any other employee of the company, or a client, end-client or end-user of the Company, or of an entity at which the Employee was placed or introduced as a result of his/her employment with the Company, or induce any such employees to leave such employment or to breach an employment agreement therewith.

Employee will during Employee's employment with the Company and for twelve (12) months thereafter shall not directly or indirectly in any capacity induce or allow or attempt to induce or allow any Company employee, consultant, contractor or other party to terminate his or her employment or contractual relationship with the Company. Employee agrees that the Employee shall not solicit, divert or accept any employee, consultant, client, end-client, end-user, customer, vendor, broker or contractor of the Company or any entity which either directly or indirectly provided any business to the Company. This paragraph shall survive the termination or expiration of this Agreement.

X) PROHIBITION OF DISCRIMINATION & HARASSMENT OF CO-WORKERS

You are not to indulge in any act of harassment mental or physical towards any co-worker at the work place.

You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

XI) CONFIDENTIALITY AGREEMENT

You are required to undertake a confidentiality agreement effective from the date of joining.

XII) NON-DISPARAGEMENT

During the employment and thereafter, You shall not make any disparaging or defamatory statements, whether written or verbal, regarding the business practices of the Company or its Clients; provided, however, nothing in this Section shall prohibit You from making truthful oral or written statements in response to (i) an official request by a government agency, (ii) a court order.

XIII) DEPUTATION

During your employment with the Company, you will be liable to be transferred to any of the offices/department of the Company or of the associate companies group companies whether existing or to be set, whether in the same town/city or anywhere in India or abroad on the same conditions of the employment at the sole discretion of the Management.

XIV) RETIREMENT

The retirement age is 58 years.



eTeam InfoServices Private Limited

You will automatically retire without any notice on your completing the age 58 years. If we found medically unfit, you may be relieved by the Management at an earlier date also. Company reserves the right to extend your services after retirement.

XIV) COMPANY'S OVERRIDING RIGHT TO SUE FOR RELIEF

Notwithstanding any reference to specific terms and conditions noted hereinabove, the company expressly reserves its right at law to take recourse to such action as appropriate against errant employee and / or claim damages for any injury or damage property or person sustained owing to lapses / negligence by the concerned employee.

Please also note that the above rules and regulations are subject to change / amendment / alteration from time to time at the sole discretion of the management without any notice. Any such changes shall also apply to you.

The management reserves the right to amend, change and introduce anew any or all of the above except what is mandatory under the statutory requirements, at its discretion at any point with or without prior information.

Please sign copy of this letter and return the same to us indicating your acceptance of this appointment and terms and conditions as attached.

We welcome you and look forward to have a long and mutually rewarding association.

Yours truly

For eTeam Infoservices Private Limited

Agreed & Accepted By



Deepinder Modawel
Manager - HR



eTeam InfoServices Private Limited
Annexure "A"

Entitlements: All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under:

Salary Break up

Name of Candidate	Vadiyala Akhila	
Location	Hyderabad	
Designation	Transaction Processing Representative	
Particulars	Per Month	Per Annum
Basic Salary	6800	81600
HRA	3400	40800
Statutory Bonus	566	6797
Personal Allowance	4397	52764
Sub Total (A)	15163	181961
Retrials - Employer Contribution (B)		
PF Contribution from Employer	1344	16124
ESIC Contribution from Employer	493	5914
Sub Total (B)	1836	22037
Total CTC (A+B)	17000	204000
Net Payable (before taxes)	13706	164473

Rupees Two Lakhs and Four Thousand Only (Per Annum)

* Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management.

* Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.

*Any Tax implication arising out of the above structure to be borne by the employee.

*Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Yours Truly
For eTeam Infoservices Private Limited

Agreed & Accepted By



Deepinder Modawel
Manager - HR



eTeam InfoServices Private Limited

Syed Nadeem Ahmed
4-1-1/24/5, King Kothi,
beside Government Hospital
Hyderabad, AP

Date: April 6, 2023

Dear Nadeem,

Subsequent to our discussion, we are pleased to appoint you in eTeam Infoservices Pvt. Ltd as "CIP Analyst-Consumer". You are expected to join on or before "May 08, 2023", failing which, eTeam reserves the right to rescind this letter.

You will work out of our client office and your Annual Cost to Company (CTC) will be Rs. 3,50,000 (Rupees Three Lakhs Fifty Thousand Only) as detailed in Annexure "A".

During your period of employment, you would be governed by the terms and conditions as per the appointment letter and HR Handbook which would be amended from time to time.

I) DOCUMENTS

You shall produce at the time of starting employment (or within one week thereafter) the documents to the Company as mentioned below. Any delays in submitting the requested documents, it may affect your joining or processing your first pay.

This appointment is offered based on your having furnished the Company, correct information regarding your past service and other records. If at any time it is revealed that employment has been obtained by furnishing false information or withholding pertinent information, the Company will be free to terminate your service at any time without notice.

- Copies in support of your educational qualification(s) (marksheets and degree certificates)
- Copies in support of your work experience (Offer/appointment and experience/relieving letters)
- Copy of your resignation acceptance or release communication from current employer
- 2 passport size photographs
- Form 16/salary certificate/Bank Statement
- Address proof (Aadhar Card, PAN, Passport etc.)
- Compliance Documents (Form F, Form 2, Form 11, etc)

II) SALARY

a) Your annual remuneration is as specified in Your Appointment Letter.

b) This compensation package has been customized for you after taking into account your qualifications, and relevance of experience and your role and responsibilities.

c) You will be required to strictly **maintain the secrecy** and ensure that you do not divulge or communicate in any manner, any information regarding **your remuneration/terms of employment**, to any other employee, except to the Head of your department and the Head of HR Dept. of the Company.

d) In the similar way, when deputed to work/interact **at the client site**, you are expected to **maintain full confidentiality regarding your salary packages** and expected not to discuss or disclose the same to any member of the client staff in the interest of maintaining and promoting good and ethical functional business relations with other clients.



eTeam InfoServices Private Limited

e) Please note that the salary structure of the Company may be altered modified at any time without prior notice and other terms may accordingly be altered modified at any time. Further salary, allowances and all other payment benefits will be governed by the Company's rule as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source.

III) TERMINATION

a) Your employment will be subject to termination by 30 days written notice or salary in lieu in case of resignation.

b) The Company, however, reserves the right to terminate without any compensation and notice for a 'Cause.' The term 'Cause' shall be used in the document mean (i) the commission of a crime involving moral turpitude, theft, fraud or deceit; (ii) conduct that has an adverse effect on the Company's reputation; (iii) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (iv) gross negligence or deliberate misconduct; (v) any material breach of terms and conditions specified in this letter; or (vi) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer; (vii) thereof for misconduct breach of responsibilities or providing sensitive confidential information to competitors/clients or non-performance or absconding from duties and the Company reserves all the rights to take Legal actions against the Employees.

c) Employee cannot use his/her accumulated leave to serve Notice Period.

d) When you formally resign from the Services of the company, the company may, at its discretion, permit you to pay up for the notice period in lieu thereof.

e) Your services can be terminated if failed to clear background check and report status is Amber/Red with or without notice/compensation.

IV) ABSCONDING WITHOUT NOTICE

In case, if you are on unplanned/unapproved leaves or any such leaves, which has been taken without any prior approval from the Reporting Manager for three or more than three Consecutive Days, in that case, it shall be deemed that you are no more interested to Work with us and will be declared abscond from the Services. Furthermore, Incase if you quit the Job without serving proper notice period as stipulated in the Appointment letter with eTeam Infoservices Pvt Ltd., or its client, you shall be considered as "Abscond". You shall serve notice period of 30 days

In such an event, the company has own the rights to pursue for legal action, if wishes to do so, against you and you shall be liable to bear all the Cost which include Jurisdiction Cost, Financial Loss, Value loss etc. or any such loss which has impacted by any means to the company or its Clients.

V) SALARY REVIEW

Your Salary will be reviewed periodically as per the policy of the Company detained from time to time. Increments will be solely based on your progress in the Company. Taxability of the salary and benefits will be as per Income Tax Rules.

VI) GENERAL

a) Medical Fitness

Your appointment with Company will be subject to your being found medically fit and certified by your family doctor and also subject to receipt of satisfactory references. We would require you to complete medical formalities before you join the organization.



eTeam InfoServices Private Limited

At any point of time during your service with the Company, if you are found to be unfit or incapacitated to give your service in medical grounds, you will be liable for termination from the services of the Company. The opinion of the Doctor appointed authorized by the Company in this regard will be taken as final and binding.

b) Absence

Any absence for a continuous period of THREE days of unsanctioned leave, including your overstaying the period of leave by THREE days (i.e. a total of SIX days of not reporting to work without prior intimation) may automatically make you lose your lieu on the service, and your service shall automatically stand terminated without any notice or any Compensation in lieu of such notice (as stated in the notice period of this letter) or even intimation from the Company. In such a situation you will be liable to pay one month's gross salary to the Company as liquidity damages.

c) Responsibilities and Job Description

The Company reserves the right to assign the responsibilities and job description and allocate additional functions in your jobs description according to its need and requirements prevailing at the time. Any such re-designation shall not negate any other portions of the terms and conditions of employment. You will be required to work on any project assignment in India or Abroad on which the Company may depute you from time to time. You will be required to document all your work on regular basis, as per the Company rules.

d) Training

You will be required to undergo various specialized (internal/external) training which the Company may arrange for you from time to time and you will be required to adhere to the schedule as specified for the training programs.

e) Duty Hours

You shall attend office according to the rules prevalent from time to time. You may also be called upon to attend to your duties as and when required in shift or on holidays, in accordance with exigencies. In view of your position, it may be necessary for you to undertake such work, as well as undertake tours and travel.

During overseas deputation you will be required to strictly follow the rules and regulations of the client and Company. All the Leaves have been pre-defined by the Organization basis on the Business and Client requirement at the Start of Every year and it may differ from location to location, or Client to Client basis on the Business purpose and it can be changed, subject to matter of Organizational or Client requirement.

f) Time Sheet /Time Sheet Approvals

You are required to ensure submission of your attendance through Manual Time Sheet or Time Sheet Link Approval or Soft Copy or Hard Copy or by any means, by 02nd of Every Month to ensure Salary processing on time. All the Time Sheets has to be duly approved and signed by your Supervisor either in soft copy or hard copy with submission as per the Stipulated time.

Employee has to ensure that his/her manual time sheet or time sheet link approval from respective Project Manager / Supervisor has to be submitted on 1st day of every month. In case, if timesheet approved after 05th of that specific month, in that case, salary will be processed on 15th of every month. In Case, if employee fails to submit the Time Sheet with necessary approvals, he/she will not be eligible for Salary in absence of Attendance or necessary approval.

h) Location/Travel

You will be presently based at your Project's Location. It is understood that this appointment will involve your posting or travel anywhere in India or abroad.

i) Commitments



eTeam InfoServices Private Limited

It should be clear to you that there are no other commitments made by the Company in terms of your compensation or otherwise other than what is mentioned in the appointment letter.

j) Professional Ethics

You will be required to deal with the Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of dishonestly in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your Service would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

k) Usage of Software/Hardware

You are strictly prohibited from bringing any unauthorized infringed copies of software in the office premises, from any external sources or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act. Non-compliance of this rule will be regarded as a serious offense and will be subject to disciplinary action.

l) Code of Conduct

You shall carry out your work diligently and devote full time and attention to your tasks and while on the premises of the Company and not indulge in activities of personal interest & / or for the personal entertainment or activities which hinder the interest, the business activities of the Company and the performance of your colleagues.

While at work on Company premises, use or possession of alcohol, narcotics or like substance/s is prohibited and use / possession of the same is ground for disciplinary action including dismissal.

Whenever there is a change in your personal information, you shall notify the same to the Company, in writing with proof within three (3) days.

VII) INTERNET POLICY

It is an implicit part of the conditions of service that you shall act at all times during your service with the Company, in the Company's best interest. You shall be required to strictly comply with the Company's internet policy, which prohibits the use of the Company's computers or such facilities for any purpose not in the accordance with law or for private purposes. You are prohibited from sending or being privy to sending, any objectionable, or anonymous, or pseudonymous e-mail messages to the Company or any other entity by using the Company's facilities, or while in the Company's premises in any location.

You shall not extract information or store any type of data or information, in such a manner as to be able to retrieve or take away such information / data after severance of your employment with the Company, howsoever caused. You shall not use the electronic media of the Company to send or receive electronic images or text of any abusive nature.

VIII) NON - COMPETE CLAUSE

Employee agrees that during the terms of this agreement and a period of twelve (12) months following the termination of the Employee's employment or twelve (12) months following the Term date or the Termination date of this Agreement, which is later, the Employee shall not directly or indirectly, on behalf of any individual or entity, be employed by an Company client, vendor, broker, end-client, end-user or any entity introduced to the Employee by Company or any entity that employee provided services for or through pursuant to Employee's obligation under this Agreement.



eTeam InfoServices Private Limited

Employee further agrees not to solicit, accept or divert any employment, business, and computer consulting contracts or make any contacts with any client, vendor, end-client, and end-user otherwise take away from the Company any business the Company had or was actively soliciting during the Employee's employment. This para shall survive the termination or expiration of this Agreement.

IX) NON-SOLICITATION

The employee agrees that during Employee's employment with the Company and for twelve (12) months thereafter the Employee will not directly or indirectly solicit the employment, consulting or other services of any other employee of the company, or a client, end-client or end-user of the Company, or of an entity at which the Employee was placed or introduced as a result of his/her employment with the Company, or induce any such employees to leave such employment or to breach an employment agreement therewith.

Employee will during Employee's employment with the Company and for twelve (12) months thereafter shall not directly or indirectly in any capacity induce or allow or attempt to induce or allow any Company employee, consultant, contractor or other party to terminate his or her employment or contractual relationship with the Company. Employee agrees that the Employee shall not solicit, divert or accept any employee, consultant, client, end-client, end-user, customer, vendor, broker or contractor of the Company or any entity which either directly or indirectly provided any business to the Company. This paragraph shall survive the termination or expiration of this Agreement.

X) PROHIBITION OF DISCRIMINATION & HARASSMENT OF CO-WORKERS

You are not to indulge in any act of harassment mental or physical towards any co-worker at the work place.

You are equally responsible for creating a harmonious work atmosphere and accordingly should propagate appropriate behavior amongst colleagues and adhere to the same at the work place.

XI) CONFIDENTIALITY AGREEMENT

You are required to undertake a confidentiality agreement effective from the date of joining.

XII) NON-DISPARAGEMENT

During the employment and thereafter, You shall not make any disparaging or defamatory statements, whether written or verbal, regarding the business practices of the Company or its Clients; provided, however, nothing in this Section shall prohibit You from making truthful oral or written statements in response to (i) an official request by a government agency, (ii) a court order.

XIII) DEPUTATION

During your employment with the Company, you will be liable to be transferred to any of the offices/department of the Company or of the associate companies group companies whether existing or to be set, whether in the same town/city or anywhere in India or abroad on the same conditions of the employment at the sole discretion of the Management.

XIIV) RETIREMENT

The retirement age is 58 years.



eTeam InfoServices Private Limited

You will automatically retire without any notice on your completing the age 58 years. If we found medically unfit, you may be relieved by the Management at an earlier date also. Company reserves the right to extend your services after retirement.

XIV) COMPANY'S OVERRIDING RIGHT TO SUE FOR RELIEF

Notwithstanding any reference to specific terms and conditions noted hereinabove, the company expressly reserves its right at law to take recourse to such action as appropriate against errant employee and / or claim damages for any injury or damage property or person sustained owing to lapses / negligence by the concerned employee.

Please also note that the above rules and regulations are subject to change / amendment / alteration from time to time at the sole discretion of the management without any notice. Any such changes shall also apply to you.

The management reserves the right to amend, change and introduce anew any or all of the above except what is mandatory under the statutory requirements, at its discretion at any point with or without prior information.

Please sign copy of this letter and return the same to us indicating your acceptance of this appointment and terms and conditions as attached.

We welcome you and look forward to have a long and mutually rewarding association.

Yours truly

For eTeam Infoservices Private Limited

Agreed & Accepted By



Deepinder Modawel
Manager - HR

eTeam InfoServices Private Limited
Annexure "A"

Entitlements: All entitlements listed below are Subject to Company Policies, Procedures and Guidelines that may be in force or as issued/Changed from time to time. All perquisites and benefits, including reimbursements, are Subject to Income Tax as per the provision of the Income Tax Act, 1961, which may be applicable, including tax on perquisite value. The Details of your remuneration are as under:

Salary Break up

Name of Candidate	Syed Nadeem Ahmed	
Location	Hyderabad	
Designation	CIP Analyst-Consumer	
Particulars	Per Month	Per Annum
Basic Salary	11667	140000
HRA	5833	70000
Statutory Bonus	972	11662
Personal Allowance	8168	98016
Sub Total (A)	26640	319678
Retrials - Employer Contribution (B)		
PF Contribution from Employer	1800	21600
Medicclaim	727	8724
Sub Total (B)	2527	30324
Total CTC (A+B)	29167	350000
Net Payable (before taxes)	24840	298078

Rupees Three Lakhs Fifty Thousand Only (Per Annum)

* Incentive/Referral/Reimbursement/Bonus or any other variable amount is payable subject to the employee's performance as per Company policies and at the sole discretion of the Company's management.

* Please note that first salary for those who join after the 25th of the month will be processed in following month's payroll cycle post receipt of your complete set of documents.

*Any Tax implication arising out of the above structure to be borne by the employee.

*Income Tax relief in respect of Reimbursements will be provided only on production of bills and will be restricted to the amount mentioned against them.

Yours Truly
For eTeam Infoservices Private Limited

Agreed & Accepted By



Deepinder Modawel
Manager - HR



ADP Private Limited

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

29 November, 2021

Ms. Apoorva H
H No 3-3-503,
Chappal Bazaar, Kufbiguda, Near St Pauls Hitech School,
Hyderabad 500027.

Dear Apoorva,

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

Position: Process Associate

Grade: G1 L1

Start date: On or Before 30 November, 2021

Compensation: Gross Compensation of INR 225,012 (Rupees Two Lakhs Twenty Five Thousand and Twelve Only) per year including variable performance incentive linked to your performance, performance of your business unit and ADP.

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

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

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

We wish you a long and successful career with ADP.

Sincerely,

Vipul Singh
(Divisional Vice President & Head of HR)

Associate Signature _____



ADP Private Limited

ONE West Building, Survey NO 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

9. Health Insurance

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

10. Personal Accident Insurance

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

11. Leave

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

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

12. Variable Performance Incentive

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

13. Maternity Benefit

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

14. Drug Test

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

15. Background Checks / Advanced Background Checks

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

Associate Signature: _____

**ADP Private Limited**

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

Details of Compensation

Name : Apoorva H
Position : Process Associate
Grade : G1 L1

A. Base Salary	Monthly (INR)*	Annual (INR)*
• Basic Salary	8,370	100,440
• House Rent Allowance	3,416	40,992
• Flexible Benefits**	1,674	20,088
B. Bonus (20% of Basic Salary Paid Monthly)	1,674	20,088
C. Standard Benefits		
• Provident Fund***	1,205	14,460
• Gratuity	403	4,836
Gross Compensation (A+B+C)	16,742	200,904

Variable Performance Incentive (VPI) [#] (will range from 0% to 175% based on performance)	0%	100%	175%
		0	24,108
Total CTC (Gross + VPI)^{##}		225,012	

* Indian Rupees

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

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

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

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

Tax will be applicable as per Tax Slab & Tax Regulations



ADP Private Limited

ONE West Building, Survey NO. 88/AA and 88/E, Nanakramguda Village,
Serilingampally Mandal, Ranga Reddy District, Hyderabad, Telangana - 500008
Ph: +91 40 6757 0000
adp.com

Terms and Conditions

1. Working Hours

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

2. Confidentiality

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

3. Authenticity

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

4. Documents

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

5. Permanent Account Number (PAN)

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

6. Statutory Benefits

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

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

7. Statutory Compliance

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

8. Flexible Benefits

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

Associate Signature _____



08/04/2023

Dear Mr. Kasthuri Praveen Kumar
5-3-701, Vidya Nagar Colony, Kamareddy, Nizamabad, Telengana-503111

Heartiest Congratulations!!!

We are pleased to offer you employment with our company in the designation of **Sales Officer (Grade M9) for Greenlam Laminate & Allied** as per the terms agreed and attached as **Annexure I** for our reference. Your initial place of posting will be at **Hyderabad**.

This offer is subject to a satisfactory background check and medical examination, whereupon, the company will issue an appointment letter containing the terms and conditions of your employment, which will need to be accepted by you. Kindly note that this offer is valid for acceptance till **10/04/2023**.

To enable us to proceed with the reference/background check, we request you to convey your consent to our proceeding further on the terms indicated above before **10/04/2023**. Kindly convey your consent by accepting this offer online, which will also constitute express consent for sharing your personal data and information with third party for undertaking the background check.

Note that this offer may be withdrawn/modified if background and medical checks are not satisfactory, or any information or representation furnished by you is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be averse to the company's reputation or interest.

Post sharing your acknowledgement and acceptance of the offer, you may go ahead and resign from the services in your current company and share the copy of resignation with us latest by **12/04/2023** EOD. Once we receive the same, we shall start your on-boarding program.

Upon satisfactory completion of the above formalities, the detailed Appointment Letter containing the terms and conditions of your employment will be handed over to you and can be signed and accepted by you on your joining date. You are also requested to carry the Medical Fitness Certificate (Fit to work) and the other documents mentioned in **Annexure** document.

Tentative Date of Joining: 07-May-23

Time: 10:00 AM

Place: Hyderabad Office (subject to successful completion of the above formalities).

Contact Person: Ms. Rajalaxmi Choudhury-Mob No: 88074 49344

Documents to Carry: As per attached Annexure II.

For Greenlam Industries Ltd.

Prashant Sharma

AGM-Human Resources



ANNEXURE – I

Name:	Mr. Kasthuri Praveen Kumar		
Grade:	M9		
Designation:	Sales Officer		
DOJ	07-May-23		
Branch Location:	Hyderabad		
Function:	Greenlam Laminate & Allied		
CTC:	4,50,000	Location:	Non Metro
COMPENSATION STRUCTURE			
Cost to Company (CTC)		Monthly	Annual
Basic	40% of CTC	15,000	1,80,000
House Rent Allowance	50% of Basic in Metros & 40% of Basic in Non-Metros	6,000	72,000
Children Education Allowance	Rs.2,400/- per annum	200	2,400
Special Allowance	Balancing Figure	13,778	1,65,336
GROSS SALARY TOTAL (A)		34,978	4,19,736
Deductions			
PF Employee	12% of annual basic salary (Employee Share from gross salary)	1,800	21,600
Retirals			
Provident Fund	12% of annual basic salary (Employer Share)	1,800	21,600
Gratuity	4.81% of annual basic salary	722	8,664
COST TO COMPANY (A+B)		37,500	4,50,000
** Note : Net Take Home Salary will be subject to TDS & Statutory Deductions			

Date:16-09-2022

Naveen, Rumku

Email ID : nk941449@gmail.com

OHR ID: 703332153

Dear Rumku,

Sub: Appointment Letter

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

TERMS AND CONDITIONS

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **Hyderabad Phoenix Hafeezpet IN - Office** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while travelling on business – as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.

6. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
7. Your appointment has been done after an extensive process for an important position which requires your skills and experience. This appointment may come to an end at the instance of either party by giving the other a notice in writing for 1 month. Your relieving from the services of the Company would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the Company to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The Company in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the Company. In exceptional situations the Company reserves the right to waive off notice period at its sole discretion.
8. Notice to terminate the services will be accepted by the Company only when it is issued in a form wherein your identity is ascertainable (such as hard copy letter with original signatures). Notice of termination in electronic form where such identity cannot be ascertained such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement.
9. Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, upskilling or on the job training imparted by the Company or damages suffered by Company due to loss of billing.
10. The company reserves the right to terminate your employment on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
11. You will automatically retire on attaining the age of 60 years.
12. Whilst employed by the Company:
 - a. You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
 - b. You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the Company to assign such duties and responsibilities. Your performance evaluation will be done periodically by your supervisors as per the Company appraisal system.
 - c. Except in the ordinary course of your employment, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be confidential and any breach thereof, shall be deemed to be a violation of the Company policies and treated in accordance of clause 8.

- d. You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.
 - e. You confirm that you have disclosed fully all of your business interests in the Company - whether or not they are similar to or in conflict with the business (es) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the company and you or any immediate relatives, Also, you agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.
 - f. You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all Company policies and procedures.
13. Any violation of the above mentioned or any other Company procedures and policies would attract action as per Company's disciplinary policy in force, including and up to termination. In the event of termination by Company on account of breach of disciplinary policy, the Company will not be liable to any amount in lieu of notice period.
 14. Upon separation from the Company on account of either resignation or termination or for any other reason, you will be required to immediately return to the Company, all assets and property (including any leased assets) of the Company including documents, files, books, papers, training material and memos whether in hard or soft copy which is in your possession or custody.
 15. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.
 16. You are required to submit your relieving letter in original from your previous employer (if applicable) within 60 days of your joining the Company failing which your employment with the Company shall be liable for termination without prior notice.
 17. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies without any prior notice.
 18. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
 19. Any and all disputes arising in connection with the appointment letter and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator appointed by the General Counsel of the Company. The venue of the Arbitration shall be **Delhi** and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of Courts at **Delhi**



Your assignment is effective from **16-09-2022**.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein latest by 15 days from the issuance of the letter else this offer stands automatically withdrawn.

We welcome you and wish you every success in your career with Genpact.

You are requested to come on the joining date at **09:15 am** at **Hyderabad Phoenix Hafeezpet IN - Office**.

Warm regards,

For Genpact

Accepted and Agreed

Ritu Bhatia
Vice President –
Human Resources

Naveen, Rumku

ANNEXURE I

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of joining.

1. Professional Relieving Letter from previous employer (last employment) only
 2. 4 recent Passport size Photograph
 - a. One for Genpact ID card
 - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
 - c. Two for PAN card application if you do not have one
 3. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948^[1] Please check the Company policy for the applicable limit¹ you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please carry;
 - a. 3 Post card size (4X7) photographs of yourselfOr
 - b. If you would like your family covered Family group Photograph of immediate family (4X7, 3 Copies of the same photograph), only members in the photo will be covered, Photos should be clear and have only your immediate family who are your dependents.
- *Please check the Company policy for the applicable limit
4. If already a member of a provident fund (PF) scheme with previous employer, then;
 - a. Employer's name
 - b. Provident Fund account number from your previous employer
 - c. Universal account number provided by your previous employer
 - d. Date of joining & leaving from previous employer
 - e. Adhaar card copy

ANNEXURE – II
COMPENSATION DETAIL

CoE: Genpact India

Designation: Process Associate

Name	Naveen, Rumku	
Band	5A	
Designation	Process Associate	
Location	Hyderabad Phoenix Hafeezpet IN - Office	
Components	Amount (per month)	Amount (per annum)
Basic	INR 16,500/-	INR 198,000/-
Company Contribution to Provident Fund (PF)	INR 1,980/-	INR 23,760/-
Housing Rent Allowance	INR 6,520/-	INR 78,240/-
Fixed Pay	INR 25,000/-	INR 300,000/-
Annual Performance Bonus*	INR 7,200/-	
Performance Linked Incentive**	Amount (per annum)	
Best Performer	INR 48,000/-	
Average Performer	INR 18,000/-	
Low Performer	INR 0,000/-	
Total Earning Potential	Amount (per annum)	
Best Performer	INR 355,200/-	
Average Performer	INR 325,200/-	
Low Performer	INR 307,200/-	
Benefits	Amount (per annum)	
Life Insurance Including Employee Deposit Linked Insurance Scheme (EDLIS)	As per scheme	
Personal Accident/Disability Insurance (For Employee)	INR 14,00,000/-	
Medical Insurance covering hospitalization (For Employee)	INR 1,00,000/-	
Interest Free Soft Loan (Post 6 Months)	INR 10,000/-	
Out Patient Medical Facilities at Office	Free	
Company Contribution ESIC	As per Act	
Gratuity	INR 9,519/-	
Other Attractions		
Parichay (Employee Referral Scheme)	As per scheme	
Rewards & Recognition	As per Performance	

Education@work : Professional advancement programmes	As per scheme
Concierge Services	Subsidized Rates

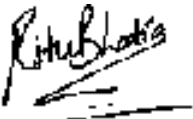
Notes:

* The APB amount mentioned above reflects indicative average payouts for your band. The eligibility for APB will depend on the performance of Genpact and your performance as per the company policy and the Performance Management System (For example, employees who are rated as "Least Effective" are not eligible for APB). An eligible employee will be paid APB at fixed rates in March/ April for the preceding calendar year (January - December) and the same will be prorated based on the date of joining.

**Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with Business/Process. For Employees who are not on Performance Linked Incentive Plan (VIC), the Company will pay a different Annual Performance Bonus (APB) in such cases, Annual Performance Bonus potential is similar to the indicative Average Performance Linked Incentives as mentioned in table above.

Offer Date: 16-09-2022

Candidate Name: Naveen, Rumku



Ritu Bhatia

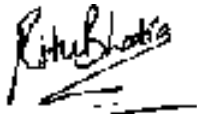
Vice President – Human Resources

Candidate Signature

- The aggregate of all bonus payouts paid to you during an accounting year including APB, VIC (if any) and other bonus payouts (if any) shall be in lieu of profit based bonus (if any) payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 (“PBA”) (if applicable).
- In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable laws or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes
- Genpact provides the maternity benefits as per the Maternity Benefits Act, 1961, to all its eligible female employees. Basis the applicability of the Act and eligibility, you shall receive paid maternity leave, entitlements and other benefits available under the Acts and the Rules, therein, as more specifically mentioned in the Policies of the Company.
- Genpact reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such change becomes applicable.
- Any employee deduction will be governed by applicable laws and prevalent company policy, and will be subject to change.

Offer Date: 16-09-2022

Candidate Name: Naveen, Rumku



Ritu Bhatia

Vice President – Human Resources

Candidate Signature

Date: 07/02/2023

To,
Mr. R Vamsli
Contact No: 7036752395
Email Id: vamslikrishna0784@gmail.com

Dear R Vamsli,

Sub: Offer Letter

Consequent to your Interview, we are pleased to offer you a purely contractual appointment as "Colour Pro Associate" for a fixed period from 08/02/2023 to 07/02/2024. During this period of contractual appointment, you will be deputed to "Asian Paints Ltd."

We are enclosing the details of the salary package, payable to you.

As per the terms discussed, a formal Appointment Letter will be issued on furnishing the details mentioned below.

- CV and 4 passport size photographs, 1 pan card size family photo
- Aadhaar Card and PAN Card Copy (Mandatory).
- Permanent & Temporary Address Proof (Ration Card, Electricity Bill, Driving License, Passport Copy, Rent Agreement)
- Age Proof (Birth Certificate, School Leaving Certificate, Driving License, Passport Copy)
- Educational Certificate & mark sheets (10th, 12th and Degree)
- Relieving Letter & Salary slips
- 1 cancelled chq of the bank in which you want the salary to be transferred
- Previous UAN no & ESIC No. (Mandatory)

Kindly note this offer is subject to your furnishing the above mentioned supporting documents and affirmative reference check response. In case you fail to do so or if we find any of the documents submitted are false then this offer will become invalid and stands withdrawn.

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

With Warm Regards,

For Lobo Staffing Solutions Pvt. Ltd



Authorized Signatory

Annexure: 1

Name : R.Vamshi
Designation : Colour Pro Associate
Start Date : 08/02/2023
End Date : 07/02/2024
Location : Hyderabad - Telangana

SALARY COMPONENT	AMOUNT
BASIC+DA	15000
HRA	10000
Flexi / Other Allowance	0
GROSS SALARY (A)	25000
Benefits: (B)	
PF EMPLOYER	1800
ESIC EMPLOYER	0
COST TO COMPANY (A+B)	26800
Deductions: (C)	
PF EMPLOYEE	1800
ESIC EMPLOYEE	0
NET TAKE HOME (A-C)	23200

**The Basic shown in the Salary Structure enclosed is inclusive of the Minimum payable Dearness Allowance declared by the State Government.

** Professional Tax will deduct as applicable.

For Lobo Staffing Solutions Pvt. Ltd



Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name: R.Vamshi

Signature: *R.Vamshi*

Date: 7/02/2023

Offer-cum-Appointment Letter

14-11-2023
Pan Number: INWPK0803G
Mr. Kadode Sai Kumar
H.No : 11-1-233/1/6,
afzal sagar, asif nagar,
Hyderabad, Telangana - 500001.

Dear Mr. Kadode Sai Kumar

Welcome to Kotak Mahindra Group.

We hereby offer you an appointment as **Assistant Manager** in the **L1** grade with Kotak Mahindra Life Insurance Company Limited ("Company") with effect from **15-11-2023**, subject to your completing joining formalities, as prescribed by the Company, on or before the said date. If you join prior to the said date, your appointment shall take effect from the date of your joining.

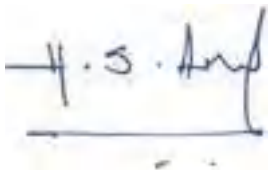
With your selection, the Company has taken a step forward to fulfil a part of the Group Vision, i.e., being the preferred employer for the best talent. And now it is upon both of us to strive towards creating Value for our customers and stakeholders by offering individualized real-time, pragmatic solutions to service every financial requirement of our customers. We, together, shall live up to the entrepreneurial and innovative spirit of the Group and work with complete transparency & compliance to become a global Indian financial services brand. It is expected that you will uphold all that we stand for and strive towards fulfilment of the Company's goals.

Your appointment shall be subject to the Terms and Conditions enclosed with this letter as Annexure-A. The same shall form part of this letter of appointment. Your joining shall be deemed to be an acceptance of these Terms and Conditions by you.

This offer shall stand withdrawn if you do not join on or before the date specified in this letter.

We look forward to your having a long and happy career with us.

Yours Sincerely,
For Kotak Mahindra Life Insurance Company Limited



Harpreet Singh Anand
Authorized Signatory

Offer Letter of Kadode Sai Kumar (Ref No. CAND356525)

Annexure-A

Terms and Conditions of Appointment

1. You are offered an appointment as Assistant Manager in the **L1** grade with effect from **15-11-2023**, subject to your joining. If you join prior to the said date, your appointment shall take effect from the date of your completing joining formalities prescribed by the Company. Your joining shall be deemed to be an acceptance of these Terms and Conditions.
2. Upon your joining, you will be initially inducted into our **Branch Ops- Branch Function** Department. .
3. You will initially be posted at our office at **KLI - Hyderabad Banjara Hills - Delta Seacon, Hyderabad, Telangana, India, (South)** but you will be liable to be posted at any other office / branch / department / division of the Company, or any of the Company's parent, affiliate, subsidiary etc., within India or abroad.
4. You will perform such duties as are assigned to you by the Company from time to time relating to the position to which you are now appointed and to which you may be transferred / deputed / seconded / promoted in future. You shall comply with all official orders of your superiors and attend to your duties punctually at such place/places, as may be required at the relevant time.
5. You shall use your best endeavours to promote the interests of the Company and your conduct at all times shall be such as not to damage the interests of the Company. You shall not engage yourself directly or indirectly or in advisory capacity, in any trade, business, vocation or occupation.
6. In consideration of your effective services, you will be eligible for remuneration as per details provided in the 'Compensation Package Sheet' attached to this letter as Annexure B. All payments will be as per the Company's procedures / schedules in force from time to time and will be subject to deduction of appropriate taxes at source and any statutory liabilities arising on your account, such as contribution to Provident Fund. All Current and future liabilities relating to your remuneration (whether statutory or otherwise) shall be adjusted against the overall amount of 'Gross Compensation'. Details of the compensation package are strictly confidential between you and the Company. The details are not liable for disclosure by you to any third party, without the Company's formal prior written consent.
7. You will faithfully observe and be governed by the Company's rules and regulations on matters such as working hours, festival, public holidays, weekly offs and any other facilities, amenities, mode of recording your attendance, safety and security requirements, medical fitness, personal identification, etc. and operate with due regard to the highest professional standards / ethics in all your transactions. You may be required to work on staggered timings / shifts, the timings for which may be altered from time-to-time. The Company may refix / modify your designation, grade and distribution of your remuneration into different components as per designation / grade / compensation structures implemented by the Company from time-to-time at their sole discretion.

Offer Letter of Kadode Sai Kumar (Ref No. CAND356525)

8. If you absent yourself from the services of the Company without prior written permission or overstay sanctioned leave for eight consecutive days, you will be deemed to have abandoned your service voluntarily. In such a case, the Company may remove you from service without giving any prior notice.
9. You will be required to submit various documents in respect of your qualifications, work experience, etc. and to fulfil different joining formalities at the time of reporting for duty. The Company may, at its discretion, not include you into the payroll till all joining formalities have been completed. You are requested to inform the Company regarding any changes to your permanent and contact addresses (including phone numbers and such other appropriate details) and any changes to the data provided by you at the time of your selection by the Company.
10. Your acceptance and retention in the Company's rolls will be on the assumption of your medical fitness. If you are at any time prevented by accident, ill health, or any other urgent necessity from attending office or from performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. You will be required to produce appropriate records of your medical contingency and also a certificate of medical fitness before you resume work. In addition, if called upon, you shall submit yourself to a medical examination from time to time by a qualified registered medical practitioner appointed or agreed to by the Management. Absence from work or disability in performing your duties beyond the period of leave to which you are entitled under the rules shall, at the discretion of the Management, be without any compensation.
During the Employment Term, your employment shall be entitled to participate in all employee benefit plans, practices and programs maintained by the Company, as in effect from time to time (collectively, 'Employee Benefit Plans'), on a basis which is no less favourable than is provided to other similarly situated executives of the Company, to the extent consistent with applicable law and the terms of the applicable Employee Benefit Plans. In this benefit scheme company provides you your Mediclaim and Term Life Insurance coverage basis your eligibility in the organization. The Company reserves the right to amend or cancel any Employee Benefit Plans at any time in its sole discretion, subject to the terms of such Employee Benefit Plan and applicable law.
11. Since the nature of your work requires you to handle confidential information, you shall not at any time during your employment or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company's processes, operations, procedures, transactions or not, acquired by you in the course of your employment concerning the business or affairs of the Company or its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Company, its associates or clients. Breach of this condition on your part shall render your services liable for immediate termination and you shall be liable for any other / additional legal action as the Company may deem fit.
12. In line with the Insider Trading Regulations made under The Securities and Exchange Board of India Act, 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

13. You are not authorized to and must not at any time:
- Trade on your own account by pledging the credit of the Company; Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risks, which are beyond its financial capacity to bear;
 - Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent you are for the time being empowered by a resolution of the Board of Directors of the Company, or otherwise specifically authorized by a competent senior officer of the Company;
 - Accept directly or indirectly any commission, share in profit, presents, gifts or gratuities from any third party dealing with the Company in any mode or form whatsoever;
 - Represent yourself as an authorized representative of the Company, except to the extent of being specifically and formally authorized to do so;
 - Communicate with or speak / write or in any other manner interact with media (print / electronic or otherwise) or with any other external agencies on behalf of the Company, on matters concerning the Company, their associates, etc. save to the extent of performance of any of your statutory obligations for which you are specifically authorized by the Company.
14. You will not, without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or brochure or article concerning any matter, which relates to any area of activity of the Company. Company's decision regarding the consent shall be final and binding on you. You will not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates. You will inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.
15. Your appointment and your continuation on the Company's rolls are in good faith and shall be based on the data, information or any other understanding provided by you during the course of your selection process, including the verbal information provided by you during the interviews / personal discussions. Any data that is not in consonance with the information provided by you shall result in immediate termination of your employment with the Company and you shall indemnify the Company in full, for any losses suffered by the Company. Company reserves the right to make suitable formal and informal checks with your educational institutions, former employers and any other third parties, as the Company may deem appropriate.
16. You authorize the Company to share information / provide a reference check covering your service with the Company to any third party / organization / agency conducting a reference check on behalf of an employer / agency. This authorization shall remain valid and be subsisting even after the cessation of your service with the Company.
17. During the tenure of this Appointment Agreement and for a period of one year subsequent to the termination of this Agreement, you shall not, without the prior written consent of the Company, directly, indirectly or through any other means or through a third party, solicit or offer employment to persons who are or have been in the previous six months, the employees of the Company.

18. During the tenure of your service with the Company, and for a period of two years subsequent to the cessation of your service, you shall not, without the prior written consent of the Company, directly, indirectly or through any other means or through a third party, solicit business from or perform services for any direct or indirect customer of the Company or any prospective customer whom you had any contact with or exposure to any time during the tenure of your service with the Company.
19. This arrangement can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:
 - a. Any incorrect information furnished by you or on suppression of any material information;
 - b. Non-adherence or breach of Code of Conduct prescribed by the Company from time-to-time for its employees.
 - c. Any act, which in the opinion of the management is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the company's rules;
 - d. Your being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude;
 - e. Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the company.
20. Your appointment is subject to a probation period of **6 Months** or such period as the Company may prescribe from time-to-time. You will be considered for confirmation at the end of the probation period subject to successful completion of the pre-confirmation performance review. The probation period shall be deemed to have been extended unless formally and specifically advised otherwise by the Company.
21. Subject to the Company's right to terminate this employment in accordance with the provisions specified in this letter, the employment may be terminated by either party, by providing to the other party a formal notice of minimum period as prescribed by the Company from time-to-time through common announcements made to its employees by way of e-mails or by posting the same on the internal website/ intranet of the Company ("Notice Period"). The Notice Period shall always be treated as mandatory. Any attempt by you to exit or abandon your service before expiry of Notice Period shall be treated as a breach of the terms of your employment and shall render you liable for termination and payment of compensation to the Company.
22. In exceptional circumstances, the Company alone, in its discretion, shall have the right to waive the Notice Period, or any part thereof. Any such waiver shall be subject to payment of basic salary for the period of Notice Period so waived by the Company. The payment shall be made by the party seeking such waiver. It is further clarified that the Company alone, at its discretion, may opt to make/accept payment in lieu of notice period, which will be calculated on the basis of monthly Basic salary.
23. Your performance and progress will be assessed and appraised from time to time as per the performance appraisal / evaluation process or any other appropriate mechanism, as per schedules implemented by the Company from time to time. Please note that any payment from the Company, in the form of compensation, incentive or any other payment, will be made applicable only if you are on the rolls of the Company, on a not-resigned status, at the time of disbursement of such amounts.
24. After joining the company if you are selected for an assignment abroad for short or long term duration, you will be required to submit your original certificates with company for a mutually acceptable duration. Generally the duration will be the duration for which you are being sponsored abroad. The papers for sponsorship abroad will be processed only after meeting this condition.

25. You should declare your interest, financial or otherwise in any company or firm or any other individuals who have dealing with us in any capacity. In the event of yourself acquiring or becoming interested in the future in such a company or partnership or firm or individual, you should immediately disclose the nature and extent of your interest. Breach of this clause may lead to your immediate termination without any compensation in lieu thereof.
26. Your address as indicated in your application for appointment 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 been served upon you.
27. At present, the age of superannuation i.e. the age of retirement in our Company is 60 years. Your date of birth has been recorded as 25-03-2000 in the records of the Company. The age of superannuation/retirement may be varied by the Company from time-to-time
28. At the time of your separation from the Company's employment in any manner whatsoever (including retirement), you will comply with all procedures and requirements connected with the separation including the formalities concerning handing over of all papers, documents, data, CDs and any other valuables, property and assets, etc. which belong to the Company. Final settlement of your dues and issuance of a certificate of employment shall be processed by the Company after you have completed all the separation requirements in full.
29. This letter constitutes the entire understanding between you and the Company relating to your employment by the Company and supersedes and cancels all prior written and verbal agreements and understandings with respect to the subject matter of this appointment. This offer-cum-appointment letter may be amended by a subsequent written communication issued by the Company. Any disputes relating to your terms of employment with the Company shall be settled through arbitration under the guidance of an arbitrator appointed by the Managing Director of the Company or the Head of HR Department of the Company. The Arbitration shall be governed by laws of India and shall be held at Mumbai.
30. You shall maintain the confidentiality of your passwords and not allow others to perform any activity using your user ID. You shall not share your password(s) with anybody. You shall be accountable for all actions carried out using your user-id / password. You shall always follow Company's policies and procedures sincerely and fortify the security of the Company.
31. While dealing with the potential customer, or customer, over phone, you shall ensure that you comply with all the procedures as laid down under the TRAI Act/Regulations/Rules/Notifications/Circulars and shall not violate the National Do not Call Registry (NDNC Registry) and the Company's Do not Call Registry established for curbing Unsolicited Commercial Communication (UCC). You shall make calls to the potential customer/s or customer/s only from our branch numbers registered with NDNC Registry. However, in the event of any breach or violation thereof, you shall be liable for the consequences thereof, and that you shall also fully indemnify the Company in the event of any liability falling on the Company on account of your breach.
32. In accordance with the Maternity Benefit Act, 1961, and related regulations in India, KLI gives maternity benefits to our female employees, timely intimation is an essence. As an expectant mother, female employee shall entitle to avail maternity leave and benefits as stipulated by the applicable laws. The details of maternity leave entitlement, including the duration and compensation, are outlined in our Leave & Attendance Policy"

Offer Letter of Kadode Sai Kumar (Ref No. CAND356525)
Page 6 of 12

Annexure 'B' - Compensation Package

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	97,500	8,125
HRA	48,800	4,067
Attendance Allowance	80,000	6,667
Leave Travel Concession	40,000	3,333
Bonus	16,800	1,400
Special Pay	47,777	3,981
Monthly Gross	3,30,877	27,573
Company Contribution into Provident Fund	14,433	
Gratuity	4,690	
CTC	3,50,000	
Variable Pay	32,500	
Final CTC	3,82,500	

Notes:

1. Indicative Variable pay : Variable pay shall not be construed as a committed contractual payout. This payout is purely a discretionary payout which by design will vary for each performance cycle and will be determined by the management based on the existing variable pay policy, company performance / BU – function performance and individual performance rating as applicable for the respective performance cycle. The minimum performance to qualify for variable pay is currently ME performance rating and above. Employee has to be on active employment & not serving notice period as on the date of disbursement of the variable payout. Variable pay shall be pro-rated as per the date of joining for the cycles eligible and will be paid out as per the bonus cycles as per policy. The variable pay can be either entirely or partly withheld or recovered /clawed back in the event of any misconduct / non - compliance to company polices / integrity issues or any behavioral issues.
2. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the Basic Salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this count. Depending on the compensation structure and your location of posting at the relevant time, you may not be eligible for this payment altogether. As per rules currently in force, you will also contribute an amount equal to the Company's contribution into Provident Fund.
3. All payments listed above as reimbursements (if any) need supporting documentation. If the reimbursement forms are received before 15th of the month, it will be included in the same month's payroll, otherwise in the subsequent payroll month.
4. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee. The Income Stabilizer Allowance (wherever applicable) has therefore been introduced to even out the recovery for this deduction, so that a major tax deduction does not happen in January / February thereby upsetting your monthly income.
5. A 'notional' provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future. The quantum of this 'notional provision' is subject to suitable adjustments as per the provisions of the gratuity scheme when a

- scheme is formally introduced in the Company. Any payment to you on this count will be applicable when you fulfil all the relevant eligibility criteria.
6. You will be governed by the specific provisions and the administrative practices under different schemes / payments. Schemes of loans / deposits are liable for modification. Repayment of the loans / deposits along with the interest rates at the applicable rates shall be as per policies in force.
 7. All other terms and conditions of your employment would be as per the existing policies of the Company in force time to time.
 8. Details of the compensation package are strictly confidential between you and the Company; and are not liable for disclosure to any third party without the Company's formal consent.
 9. Any additional bonuses like a Notice Period buyout, One Time bonus, Confirmation Bonus and Joining Bonus etc. are subject to be recovered if employee exit from the company within 24 Months from date of payment.

Offer Letter of Kadode Sai Kumar (Ref No. CAND356525)
Page 7 of 12

Kotak Life - Code of Conduct

1. Purpose

All the employees and business associates must be, and should be seen as, committed to integrity in all aspects of their activities and comply with all applicable laws, regulations and internal policies. The purpose of laying down the Code of Ethics & Business Conduct (hereinafter referred to as “the Code of Conduct” or “the Code”) is to improve overall compliance as well as to enhance further scope of good corporate governance with an ethical and transparent process in managing the affairs of the Company.

2. APPLICABILITY

This Code applies to all the employees of the Company. For the purpose of this Code, 'Employee' shall mean all individuals on full-time or part-time employment with the Company, with permanent, probationary, trainee, retainer, temporary or contractual appointment.

3. PROFESSIONALISM & ETHICAL BEHAVIOUR

The personal and professional behavior of Employees shall conform to the standards expected of persons in their positions, which includes:

- a. Commitment and adherence to professional standards in their work and in their interactions with other Employees of the Company;
- b. Commitment to maintain the highest standards of integrity and honesty in their work;
- c. Adherence to ethical and legal standards to be maintained in business;
- d. Responsibility to support the Company in its efforts to create an open and mutually supportive environment;
- e. Responsibility to share information and give willing assistance in furthering the goals and objectives of the Company; and
- f. Responsibility to ensure that there is no misrepresentation of facts. Wherever a misunderstanding is thought to have taken place through unclear communications, this should be corrected promptly.

4. CONFLICT OF INTEREST

- a. Each Employee is expected to avoid situations in which his or her financial or other personal interests or dealings are, or may be, in conflict with the interests of the Company. Accordingly, the Company expects its Employees to act in the Company's interest at all times.
- b. Employees are advised not to engage in any other business, commercial or investment activity that may conflict with their ability to perform their duties towards the Company. Employees must also not engage in any other activity (cultural, political, recreational, social) which could reasonably conflict with the Company's interests and interfere with the performance of their duties
- c. Employees must not use any Company's property, information or position, or opportunities arising from his employment for personal gains or to compete with or to tarnish the image of the Company.
- d. Employees should not engage in any business activity which could be detrimental to, or in competition with, the Company's business activities.
- e. All Employees must avoid situations in which their personal interest could conflict with the interest of the Company.
- f. The Employee must not empanel/engage any vendor who is a relative of the Employee.
- g. If, under any circumstance, Employees' personal interests conflict with those of the Company's, in all such cases, the Employee must seek advice from his or her reporting/ reviewing manager or from senior management.
- h. For avoidance of doubt, mere financial portfolio investments shall not be considered as activities that conflict with the business of the Company.

5. CONFIDENTIALITY OF INFORMATION

- a. As a result of employment with the Company, Employees may be entrusted with confidential information with regard to the Company and/or its affiliates, customers or vendors/suppliers.
- b. The Employees shall always keep the confidential information pertaining to the Company absolutely confidential and shall not disclose the same to any third party, unless required to be disclosed under law.
- c. The Employee shall not use the confidential information of the Company including its business structure, trademarks, logos etc. for creation of any application (app), software, or any other tool etc. without the prior written consent of the Company.
- d. When in doubt, the Employee should ask the Secretarial and/or Legal/Compliance Department whether information is to be treated as confidential.

6. INTEGRITY OF FINANCIAL INFORMATION

- a. As an employee, you may be required to participate in accounting processes that directly impact the integrity of external financial statements and internal management reports. In such a case, the Employee shall have a responsibility to ensure that all transactions are recorded in Company's accounts accurately and promptly and any known inaccuracies are immediately reported to the management.
- b. In case the Employee is entrusted with handling of cash / securities, any shortfall will be recoverable from the Employee personally. This does not preclude the Company from recovering the same from any dues to the Employee, or taking suitable legal action against the Employee.
- c. Misrepresentations by Employees that may conceal or obscure the true nature of a business transaction shall be treated as contraventions of this Code.

7. PROTECTION AND USE OF COMPANY PROPERTY

- a. All Employees of the Company are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to, Company's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in carrying out their responsibilities. All Employees must use all official equipments, tools, materials, supplies, and Employee time only for Company's legitimate business interests.
- b. Company's property must not be lent or disposed of except in accordance with Company's policies. All Employees must use and maintain Company's property and resources efficiently and with due care and diligence.

8. HOURS OF WORK AND PUNCTUALITY

- a. All Employees are expected to report for work on time and be regular in their attendance. They should perform their job responsibilities during working hours. Tardiness, absenteeism and loafing during work hours must be avoided by the Employees. Dishonesty in connection with marking of attendance or attempting to mark attendance for other employees will be treated as a misconduct making the concerned Employees liable for appropriate actions.

9. ACCEPTANCE OF GIFTS AND OTHER BENEFITS

Employees should not accept gifts or other benefits other than of nominal value from any individual or concern having official dealings with the Company or from any junior officer so as to avoid any possibility of such gifts or benefits even appearing to compromise business or official relationships. In case of any ambiguity, Employee must check with their managers/Departmental Heads to be sure that the gifts are indeed of nominal value.

10. WHOLE TIME AND ATTENTION

All Employees shall devote their time and their best efforts to promote the Company's business and may not, without the prior written consent of the Company (and subject to any terms and conditions as may be imposed by the Company), engage or be interested in (whether directly or indirectly) in any other business, employment or vocation for pecuniary gain.

11. HARASSMENT

- a. The Company is committed to provide a work environment that is free from inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity.
- b. Employees undertake not to cause any such harassment during their employment and also commit themselves to support the Company in its endeavour to protect others from any form of such harassments.
- c. In the course of business conduct of any Employee, wherever harassment occurs to any such Employee as a result of an act or omission by any third party or outsider, the Company shall take all steps necessary and reasonable to assist such affected Employee in terms of support and preventive action. This is separately detailed in the 'Policy Against Sexual Harassment of Women at Workplace'.

12. ALCOHOL & SUBSTANCE ABUSE

- a. The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and/or during working hours is strictly prohibited. However, possession of prescription medication for medical treatment is permitted.
- b. There may be company-sponsored events where management approves serving of alcoholic beverages. In these cases, all appropriate liquor laws must be followed, including laws regarding the prohibition of serving of alcohol to those under the legally permissible age.
- c. Under all such cases, excessive drinking, intoxication and misbehavior is prohibited and will be dealt with severely.

13. FRAUD

- a. Fraud — or the act or intent to cheat, trick, steal, deceive, or lie — is both dishonest and, in most cases, criminal. Acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee.
- b. Few examples of Fraud include:
 - Fraudulent sourcing of Insurance business;
 - Submitting false expense reports;
 - Forging or altering cheques;
 - Misappropriating assets or misusing Company's property;
 - Unauthorized handling or reporting of transactions;
 - Inflating sales numbers;
 - Making any entry on Company records or financial statements that is not accurate and in accordance with proper accounting standards;
 - concealment of facts of any frauds/ unethical act;

14. COMPLIANCE WITH LAWS AND AGREEMENTS

- a. All Employees shall conduct business in compliance with all applicable laws and regulations.
- b. All Employees shall adhere to all applicable anti-corruption and anti-bribery laws.
- c. All the Employees shall honour and aid in honouring the contractual obligations of the Company, as may be contained in valid and binding agreements executed by the Company with third parties.

15. HEALTH, SAFETY AND ENVIRONMENT

- a. All Employees shall comply with the Company's health and safety norms as communicated to them from time to time.
- b. Employees shall bring to the management's attention any workplace safety or health hazard.

16. PRESS INQUIRIES/PUBLISHING OF INFORMATION

- a. Only nominated Employees are authorized to respond to press/media queries on behalf of the Company. All Employees should refer all calls relating to such press/media queries to the Corporate Communication Department of the Company.
- b. The Employees shall not, without the prior written consent of the Company, publish in any media including print media, Social media, blogs etc., any content/comment(s) write-ups /views etc. concerning the activities of the Company.
- c. In case any of the views so published by the Employee are found to be anti-social or detrimental to the brand image of the Company, the concerned Employee shall be held accountable for the same.

17. CONSENT UNDER NATIONAL DO NOT CALL REGISTRY GUIDELINES

The Employee gives consent to the Company to Call or send SMS to him/her in the course of routine engagements / assignments /queries/policy investigations/promotional communication etc, even if his/her number is registered in the NDNC Registry or any other similar database.

18. ADHERENCE TO TRAI REGULATIONS

- a. While dealing with a prospective or existing customer over phone, the Employee shall ensure that he/she complies with all the procedures as laid down under the TRAI Act/Regulations/Rules/Notifications/Circulars and shall not violate the National Do Not Call Registry (NDNC) or National Customer Preference Registry (NCPR) or any other similar registry.
- b. He/She shall make calls to the potential customer/s or customer/s only from Company's numbers registered with TRAI. However, in the event of any breach or violation thereof, the concerned Employee shall be liable for the consequences thereof, and that he/she shall also fully indemnify the Company in the event of any liability falling on the Company on account of such breach.

19. INFORMATION SECURITY - ACCEPTABLE USAGE POLICY

All Employees shall read, understand and agree to abide by the provisions of the Information and Cyber Security Policies of KLI. The policy documents are available at <http://workit.mykotaklife.com/sd/Pages/InfoSecPolicy.aspx>

All Employees:

Shall follow security practices in accordance with the established policies and procedures of KLI

Shall classify and protect each Information Security Asset as per KLI's Asset Classification Policy and maintain updated Information Asset Inventory / Register

Shall follow Security Control Matrix defined in Asset Classification Policy while handling /managing KLI's Information Assets

Shall maintain the confidentiality of passwords and not allow others to perform any activity using his/her user ID and shall not write down passwords

Shall always lock the system using CTRL+ALT+DEL+ENTER or Windows + L, before leaving it unattended.

Shall not connect personal devices to KLI's assets or network

Shall always report the loss of his/her IT hardware / Desktop /Laptop immediately to the reporting head and IT Service Desk and shall lodge an FIR at the police station

Shall always report the loss of his/her IT hardware / Desktop /Laptop immediately to the reporting head and IT Service Desk and shall lodge an FIR at the police station

Shall not install or distribute any unlicensed software

Shall not send or forward unsolicited emails to a large number of users which can be considered as mail spamming. Shall not send emails containing any document, software or other information protected by copyright, privacy or disclosure regulation

Shall not, either during or after their employment with KLI, divulge or utilize any confidential information belonging to KLI. This includes confidential information on processes and KLI's businesses and Customer Information, which may come to his/her knowledge during employment

Shall surrender all of KLI's assets in their possession back to KLI, upon exit/termination of employment. Shall promptly report all violations of the information security policies and security incidents of KLI to kli.infosec@kotak.com

20. MISCONDUCT AND NON-OBSERVANCE OF THE CODE

- a. Misbehavior, fights with colleagues, in office or Premises in close proximity to the office premises, and at official events outside the office premises that may be construed to affect the brand image of the Company shall be strictly dealt with and may lead to termination of employment
- b. Non-observance of this Code shall be construed as misconduct that could warrant disciplinary action which may lead to dismissal from service. The decision in this regard will lie with the management of the Company and such a decision shall be binding on the Employees.
- c. Personal assets which will have significance in any investigation against the Employee or against anybody else connected with the Employee's affairs may be requisitioned by the Company and the Employee undertakes to submit the same to the Company for the purpose of such investigation.

21. EXCEPTIONS

Any exceptions to the norms laid down in this Code may be approved at the discretion of the Managing Director or any appropriate authority to whom such power is delegated by the Managing Director.

22. ACCOUNTABILITY

- a. The Employees shall, at all times, abide by the standards, requirements and procedures laid down under this Code.
- b. The Employees must-
 - commit to their individual conduct in accordance with this Policy.
 - observe both, the spirit and the letter of the law, in their dealings on Company's behalf. recognize Company's responsibility to its shareholders, customers, employees, those with whom Company does business, and to society. Assess priorities in the context of discharging these responsibilities appropriately on Company's behalf.
 - conduct themselves as responsible members of society, giving due regard to health, safety, and environmental concerns, and human rights, in the operation of Company's business.
 - report any suspected breach of the law or this Policy to the HR Department/Managers via email. The identity of the employees reporting such instances in good faith shall be kept confidential.

23. AMENDMENTS

- a. The Company reserves the rights to change/ amend / modify this Policy in whole or in part, at any time without assigning any reason whatsoever.
- b. The Employees acknowledge that they will not be personally advised of any such change/ amendment / addition /deletion/ modification and the same may be posted on such page of the Intranet of the Company which is accessible to all Employees. The Employees are advised to check for any such change/ amendment / addition /deletion/ modification regularly. The Employees hereby unconditionally agree to all such changes /amendments / additions / deletions / modifications.

Offer Letter of Kadode Sai Kumar (Ref No. CAND356525)
Page 12 of 12

03-Nov-2023

LSP/OFF/1643361/231103

VAIBHAV DESHPANDE,

South1-Hyderabad

Dear VAIBHAV DESHPANDE,

Sub: Letter of Offer at Lenskart Solutions Pvt. Ltd

On behalf of Lenskart Solutions Pvt. Ltd. ("**Company**") we are very pleased to issue this Offer Letter for the position of **Executive**. You are required to join us on **06-Nov-2023**. Your employment shall be based at **South1-Hyderabad** and shall be governed by the terms and conditions of this Letter/Agreement. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below. This offer is contingent on a candidature reference and successful completion of the background check done by the Company.

1) Compensation and Benefits

Unless we mutually agree otherwise in writing, you will commence employment on **06-Nov-2023** (the "Start Date"). Your starting Fixed Salary will be **INR 2,52,000 (INR Two Lakh Fifty Two Thousand)** per annum payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. You will be paid the Compensation as per enclosed annexure(s). Your Fixed salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime. The Company reserves the right to revise/re-structure employee's Compensation at any time in accordance with the terms of its PMS and Compensation Framework Policy.

2) Probation Period

You will be on probation for an initial period of **180 days** from the date of your joining. Thereafter, your employment may be confirmed, or probation period may be extended by the Company in its sole discretion. Non-communication of extension of probation, within 10 working days from the expiration of **180 days**, shall be deemed as a confirmation of your employment, to be governed by the terms herein.

During the period of probation, either party may terminate the services by giving **1 month** written notice or pay proportionate Basic Salary (excluding variable) in lieu of any unserved notice to the other party. The Company in this event will not be liable to pay any amount for the remaining probation period, if any. However, in case of non-satisfactory performance during the probation period, the Company reserves the right to terminate your employment with immediate effect without any notice.

s

3) Professional Commitment

All employees are required to comply with Company Policies as amended from time to time, which are available at the company's HR Portal specified for the purpose. You are expected to read, understand, and keep yourself apprised of the policies and also the changes/amendments to them time to time. In case of any questions in respect of the Company Policies, you may reach out to the HR team for clarifications.

4) Conflict of Interest

- a) During your employment, you will not engage in any activity or investment that:
 - i) conflicts with the Company's business interests,
 - ii) occupies your attention so as to interfere with the proper and efficient performance of your duties and obligations towards the Company, or
 - iii) interferes with the independent exercise of your judgment in the Company's best interests.
- b) You will devote your entire time to the work of the Company and will not undertake any direct / indirect (including as an employee, independent contractor, consultant, principal, agent, director, joint venture party, partner, trustee, beneficiary etc.) business or work, honorary or remuneratory except with the written permission of the Company in each case.
- c) During your employment and for a period of 12 months from the cessation of your appointment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause), you will not solicit, induce or encourage:
 - i) any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - ii) any existing investor to become associated with or perform services of any type for any third party.

5) Copyright

Any and all copyrightable works prepared by you within the scope of your employment by the Company will be works made for hire, that the Company will own all rights under copyright in and to such works, and that the Company will be considered the author of all such works. If and to the extent that any applicable jurisdiction should fail to deem any copyrightable work prepared by you within the scope of your employment by the Company to be a work made for hire owned by the Company, you hereby irrevocably assign to the Company all rights, title and interest in and to such work to the extent permissible under applicable laws.

6) Leave Entitlement

Your leave entitlement shall be as per the Company Policies formulated from time to time. Absence for a continuous period of seven days without prior approval of your superior (including overstay of leave / training), would automatically terminate your services without any notice or intimation unless the Company communicates in writing to the contrary.

7) Working Days

The Company works on a 24*7 environment and hence you may have rotational shifts depending on your role, and in accordance with applicable laws.

8) Relocation

The Company may transfer you for work at any of the Company's other offices or its affiliates' offices, existing or to be opened in future, as it may deem necessary.

9) Role & Responsibility

The Company may change your role and responsibilities for work, at its discretion as it may consider necessary from time to time as necessary for the company's business and in accordance with relevant Company Policy.

10) Termination & Notice Period

- a) Your employment will also be governed by Company Policies applicable from time to time. The Company reserves the right to terminate your employment without cause with a notice of **30 days** prior to probation confirmation and **30 days** post confirmation or by paying proportionate Basic Salary (excluding variable) in lieu of any short notice basis management's discretion.
- b) Your employment /Services can be terminated forthwith (for cause) in the event of misconduct (which includes but is not limited to non-adherence of or breach of this Agreement & Company Policies, indiscipline, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.) or if you are guilty of any act or omission adversely affecting the goodwill, reputation, credit, operations or business of the Company.
- c) If you wish to terminate your employment with the Company, you shall be required to serve minimum of **30 days** prior to confirmation and **30 days** post confirmation notice. The Company, on its sole discretion may decide to waive off/reduce the notice period depending upon the exigencies. In such case, you will be required to pay to the company the Basic Salary for the notice period so reduced/waived off. The Company in this event will not be liable to pay any amount for the remaining notice period.
- d) On termination of employment, you shall immediately:
 - i) deliver to the Company or as may be directed, all Confidential Information; and
 - ii) return to the Company all equipment, security keys, and any other property belonging to the Company.
- e) The Company reserves its right to place you under suspension in case any act of commission or omission constituting misconduct or misdemeanor, any act subverting discipline or violating Company Policies or detrimental to the reputation or goodwill of the Company or prejudicial to the business, interests of the Company, etc., is alleged against you or is committed by you. In case of suspension you will be bound by the terms and conditions as contained in the letter of suspension including direction to mark your attendance at the directed place at the allotted time. During the suspension period you would be entitled to the subsistence allowance at the rate of 50% of the monthly Basic Salary, unless if otherwise not governed by otherwise any other applicable legal requirement.

11) Confidentiality & Non-Disclosure

During your employment you will have access to confidential information relating to Company, its shareholders, its related and affiliated entities and clients (collectively "Confidential Information"). Confidential Information shall include any confidential and proprietary information concerning or relating to the Company or the business of the Company, including but not limited to trade secrets, secret formulae, computer hardware, software programs and designs, databases, sensitive information regarding the Company, its shareholders, related parties, affiliated entities, vendors, employees and clients of the Company, specifications, financial and accounting information, customer and supplier details, correspondence, negotiations and / or contracts with customers and suppliers, market research or other reports pertaining to the Company, performance data, business plan and marketing strategies of the Company & research and development plans and expenditure, research databases and any other information or material that the Company in the future may indicate as confidential, or which may be prima facie confidential .

- a) During your employment and at all times thereafter, you will neither disclose any Confidential Information to anyone outside the Company nor use for any purpose other than your work for the Company any Confidential Information.
- b) You will not disclose Confidential Information to other Company employees except on a "need-to-know" basis.
- c) If you have any questions as to what comprises such Confidential Information or to whom if anyone it may be disclosed, you will consult your Department Head immediately.

12) General

- a) You are offered on the basis of your educational qualification, background, certification, and prior experience mentioned by you in your application / personal information form/resume and contingent on us receiving a positive reference check from your previous employer(s). In the event any material fact or document, based on which the company offered you employment, is found to be incorrect or untrue, the company shall have the right to terminate your employment immediately without any notice or salary in lieu and you agree to indemnify the company for any loss resulting to the Company on account of such misrepresentation.
- b) You will inform in writing to the Company any change of address or details impacting statutory benefits within a week from the change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served to you.
- c) The designation assigned to you may be revised depending upon work assignments/responsibilities being undertaken from time to time or as per Company's structural changes.
- d) You will comply, and do all acts that may be necessary for the Company to comply, with the laws and regulations of the central government and all the state governments under which the Company does business, and with provisions of contracts that the Company is privy to.
- e) This offer is governed by and subject to Indian laws. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a Court of competent jurisdiction in New Delhi. You will be liable to the Company for violation of terms of this offer, as per applicable laws.

- f) The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company.
- g) In the event any clause or part thereof of this offer is held to be unenforceable or invalid then said clause or part shall be severed and struck off and all remaining provisions shall remain in full force and effect.
- h) You acknowledge that the Company has provided you with a reasonable opportunity to review this offer and you accept & acknowledge that you understand the terms and conditions mentioned above.
- i) The terms mentioned in this letter shall supersede any prior communications, oral or written.

We look forward to having you contribute to our business growth and wish you all the best in your new assignment. Please return us a signed copy of this letter as a token of your acceptance to the above offer on **06-Nov-2023**

In the meantime, do not hesitate to call us, if you have any questions.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit/ authorization/ visa, as the case may be, to work in India.

If you wish to accept employment with the Company, please indicate so by either by accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

This offer is valid subject to you submitting all the documents listed in this letter as well as a positive reference.

You shall be required to either upload following documents or bring the same on your date of joining.

1. Copy of Aadhaar Card
2. Copy of PAN Card
3. Your Professional and academic qualification certificate(s) - 10th Standard onwards
4. Copy of UAN card with KYC status updated as Yes.
5. Provident Fund and Pension Scheme Account Number
6. ESIC number if a member of ESIC.
7. Details of your last revised compensation e.g. your last Pay-slip
8. Form 16 from your previous employer/ salary certificates
9. One canceled cheque (Name Imprinted) or Cancelled cheque with Passbook
10. 4 Passport Size Photographs (To Carry on your date of joining)
11. Mandatory Covid Vaccination Certificate (2 Doses)

Wishing you success in your career with us.

Yours truly,
For Lenskart Solution Pvt. Ltd

Authorised Signatory



Amar Sharma

Received and Accepted

VAIBHAV DESHPANDE

14.194.94.214

02-Nov-2023

Salary Annexure

Annexure - I (Compensation Breakup)		
Particulars	Monthly (INR)	Annual (INR)
Basic Salary	10,500	1,26,000
House Rent Allowance	5,250	63,000
Statutory Bonus	1,250	15,000
Special Allowance	1,898	22,777
Employer Provident Fund	1,488	17,853
Employer ESIC	614	7,370
Fixed Salary	21,000	2,52,000

- Only those employees who have joined the company on or before 30th September of the respective Financial year would be eligible for appraisal cycle for the respective Performance Year. The Performance appraisal policy of the company is subject to changes.
- All tax implications arising out of your salary structure shall be borne by you.
- Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.
- Gratuity: Payment will be made as per Payment of Gratuity Act
- Group Mediclaim Policy: You will be eligible for Mediclaim Benefit, as per Company Group Mediclaim Policy. You can enroll yourself and your family (Spouse + 2 Kids). This policy is not applicable for employees who are covered under ESIC as per eligibility criteria defined by the Statutory authorities.
- Group Personal Accident Policy: You will be eligible for Accidental, Weekly benefit and Death Benefit as per Group Personal Accident Policy governed by the company.
- Group Term Life Policy: You will be covered under group Term life policy governed by the company

Note: The employee benefits of the Company would be subject to change from time to time, as per Company's Policies.

For Lenskart Solution Pvt. Ltd

Authorised Signatory



Amar Sharma

Received and Accepted

VAIBHAV DESHPANDE

14.194.94.214

02-Nov-2023



Date: 21/11/2023
POL/CASIPL/Nov/23

Dear B Sony,

Provisional Offer of Employment for Fixed term Contract

We are pleased to offer you employment in our organization as **Associate**. your services are being deputed to **Corteva Agriscience Services India Private Limited** on the following terms and conditions:

- Your employment will be valid from **06/12/2023 to 05/06/2024**, for a period of Six Months unless and until it is specifically extended in writing.
- During the above-mentioned period, your services may be deputed to our client to do work pertaining to /incidental to the client's business, at any of their locations within India.

Your Annual Fixed CTC will be **Rs. 2,57,436/-**

- Your employment is subject to:
 - a. Proof of your educational certificates, Age Proof and Passport size photographs.
 - b. You have to fill joining Form, Applicant Profile form and PF Nomination form etc. and arrange to submit it on or before joining.
- Please note that this is only a provisional offer of employment for a fixed term and is not to be constructed as an appointment letter. An appointment letter would be issued to you on your accepting this provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer, a detailed appointment letter would be sent to you once you fulfill our employment conditions and join duty.

Wishing you the very best!
Yours truly,

For Ciel HR Services Pvt Ltd.

Aditya Narayan Mishra
CEO

(Acceptance Signature and Date)